**District Technical Review Workgroup**
**Student Services – DTRW-SS**
**AGENDA**

**April 11, 2013 – Lakin Board Room**
**3:00 p.m. – 4:30 p.m.**

➤ **Approval of March 7, 2013 Meeting Notes**

**Old Business**
➤ BP/AP 5055 – Enrollment Priorities – review draft of student alert notification as delegated in 3.07.13 DTRW-SS meeting (Karen Engelsen)
➤ AP 5130 Financial Aid – draft submitted by Victoria Lugo – feedback from Oxnard and Moorpark Financial Aid Officers after 3.07.13 DTRW-SS meeting (Karen Engelsen/Pat Ewins)
➤ BP/AP 5150 Extended Opportunity Programs and Services (EOPS) – no VCCCD AP/current BP in BoardDocs – feedback from Oxnard College EOPS (Karen Engelsen) as requested in 3.07.13 DTRW-SS meeting
➤ BP/AP 5410 Associated Student Elections (deans of Student Services to return with revisions to DTRW-SS regarding roles of students on the Board policy)
➤ BP/AP 5420 Associated Students Finance (deans of Student Services to return with revisions to DTRW-SS)

**New Business**
➤ DTRW-SS Meeting Schedule
➤ DTRW-SS Self-appraisal Survey

**Business on Hold or Under Review by DCAA/Other Workgroups**
➤ BP/AP 4240 Academic Renewal – under review by DCAA/Academic Senates have not come to agreement
➤ BP/AP 5035 Withholding of Student Records for Non-repayment of Financial Obligations – under review by DCAA/Academic Senates
➤ BP/AP 5040 Student Records and Directory Information – under review by DCAA/Academic Senates
➤ BP/AP 5052 Open Enrollment – under review by DCAA/Academic Senates
➤ BP/AP 5200 Student Health Services – under review by DCAA/Academic Senates
➤ BP/AP 5205 Student Accident Insurance – under review by DCAA/Academic Senates
➤ BP/AP 5210 Communicable Diseases – under review by DCAA/Academic Senates
➤ BP/AP 5300 Student Equity – under review by DCAA/Academic Senates
➤ BP/AP 5400 Associated Student Organizations – under review by DCAA/Academic Senates
➤ BP/AP 5500 Standards of Conduct – under review by DCAA/Academic Senates
➤ BP/AP 5520 Discipline Procedure – under review by DCAA/Academic Senates
➤ BP/AP 5530 Student Rights and Grievances – under review by DCAA/Academic Senates

Next Meeting Date:  September 26, 2013, 3 pm – DAC Lakin Boardroom

**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.**
**DRAFT PRIOR TO APPROVAL OF MEETING NOTES 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)
David Farris (Guest, VC Counselor)

**Absent:**       Kimberly Eder, 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.<br><br>The February 14, 2013 meeting notes were approved as presented with abstention from Jane Harmon. | | | |
| **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<br><br>Agendize for 4.11.13 DTRW-SS meeting | 4.05.13<br><br>4.05.13 | Karen Engelsen/Victoria Lugo/Financial Aid Officers<br>Laurie Nusser |

| Agenda Item | Summary of Discussion | Action (If Required) | Completion Timeline | Assigned to: |
|---|---|---|---|---|
| **BP/AP 5150 Extended Opportunity Programs and Services (EOPS) – no VCCCD AP/current BP in BoardDocs.** | Both Ventura College and Moorpark College EOPS 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. | Review CCLC AP 5150<br><br>Agendize for 4.11.13 DTRW-SS meeting | 4.05.13<br><br>4.05.13 | EOPS Coordinators<br><br>Laurie Nusser |
| **BP/AP 5055 Priority Enrollment and Student Notification Letter** | Dr. Carrasco Nungaray provided a handout titled "*Notice: Enrollment Priority Change Effective Fall 2014.*" 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.<br><br>The Board policy and procedure (BP/AP 5055) are currently under review at DCAA.<br><br>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 *"Student Alert – Changes to Registration Priorities"* 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 | Draft student alert notification and send to Laurie | 3.22.13 | Karen Engelsen |

| Agenda Item | Summary of Discussion | Action (If Required) | Completion Timeline | Assigned to: |
|---|---|---|---|---|
| | forward to DCAA in March.  The final document will be sent out to students via portal announcement and email.  The revised versions will be submitted to Ms. Nusser by 3/22. | Nusser | | |
| **BP/AP 5500 Standards of Conduct** | Mr. Chavez, Ventura College Associate Student Government representative, indicated students were objecting to inclusion of chewing tobacco and requested this to be reflected in 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 |

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| 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<br><br>Develop policy prior to DCAA 3.28.13 meeting and send to Laurie Nusser | 3.22.13<br><br>3.22.13 | Laurie Nusser<br><br>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<br><br>Develop policy prior to DCAA 3.28.13 meeting and send to Laurie Nusser | 3.22.13<br><br>3.22.13 | Laurie Nusser<br><br>Pat Ewins |
| **NEXT MEETING** | Thursday, April 11, 2013 – 3:00 p.m. – DAC Lakin Boardroom | | | |

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| Book | VCCCD Board Policy Manual |
|---|---|
| Section | Chapter 5 Student Services |
| Title | BP 5130 FINANCIAL AID |
| Number | BP 5130 |
| Status | Active |
| Legal | 20 U.S.C. Sections 1070, et seq.; 34 CFR Section 668; Education Code Section 76300 |
| Adopted | April 18, 2006 |

A program of financial aid to students will be provided, which may include, but is not limited to, scholarships, grants, loans, and work and employment programs.

All financial aid programs will adhere to guidelines, procedures and standards issued by the funding agency, and will incorporate federal, state and other applicable regulatory requirements.

The Chancellor shall establish, publicize, and apply satisfactory academic progress standards for participants in Title IV student aid programs.

See Administrative Procedure 5130.

Current VCCCD BP 5130 - DTRW-SS review 2.14.13
Document to be returned with Financial Aid Officer comments DTRW-SS 3.07.13

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| | |
|---|---|
| Book | VCCCD Administrative Procedure Manual |
| Section | Chapter 5 Student Services |
| Title | AP 5130 FINANCIAL AID |
| Number | AP 5130 |
| Status | Active |
| Legal | 20 U.S.C. Sections 1070 et seq.; 34 CFR Section 668; Education Code Section 76300; Title 5, Sections 58600 et seq. |
| Adopted | April 14, 2009 |
| Last Reviewed | March 12, 2009 |

A student financial aid handbook, pamphlet, or other orientation and educational material are available in each college Financial Aid Office, on the college websites, in the college catalogs, and in the college schedule of classes. The guides are reviewed and updated accordingly. Websites describing financial aid procedures are also made known to students. These orientation materials address, at a minimum:

- Application procedures, including deadlines
- Student eligibility
- Payment procedures
- Overpayment recovery
- Accounting requirements
- Satisfactory progress standards

**Misrepresentation**

**Misrepresentation is defined as any false, erroneous, or misleading statement that the District, a representative of the District, or a service provider with which the District has contracted to provide educational programs, marketing, advertising, recruiting, or admissions services, makes**

**directly or indirectly to a student, prospective student, a member of the public, an accrediting agency, a state agency, or the United States Department of Education.**

**A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. If a person to whom the misrepresentation was made could reasonably be expected to rely, or has reasonably relied, on the misrepresentation, the misrepresentation would be substantial.**

**This procedure does not apply to statement by students through social media outlets or by vendors that are not providing covered services, as reflected herein.**

**Revised: 7/11**

| | |
|---|---|
| Book | VCCCD Board Policy Manual |
| Section | Chapter 5 Student Services |
| Title | BP 5150 EXTENDED OPPORTUNITY PROGRAMS AND SERVICES |
| Number | BP 5150 |
| Status | Active |
| Legal | Education Code 69640 – 69656; Title 5 Sections 56200 et seq. |
| Adopted | April 18, 2006 |

Categorical support services and programs that are in addition to the traditional student services programs shall be provided in order to assist students who have language, social, and economic disadvantages to succeed academically in the District.

The Extended Opportunity Programs and Services (EOPS) is established to provide services that may include, but are not limited to, outreach, recruitment, orientation, assessment, tutorial services, counseling and advising, and financial aid.

The Chancellor shall assure that the EOPS program conforms to all requirements established by the relevant law and regulations.

**COMMUNITY COLLEGE LEAGUE**
OF CALIFORNIA

| | |
|---|---|
| Book | Administrative Procedures |
| Section | Chap 5 Student Services |
| Title | Extended Opportunity Programs and Services |
| Number | AP 5150 |
| Status | Active |
| Legal | Education Code Sections 69640-69656 |
| | Title 5 Sections 56200 et seq. |
| Adopted | November 1, 2000 |

*Review to Coordinator* (handwritten annotation)

# AP 5150  Extended Opportunity Programs and Services

**References:**
Education Code Sections 69640-69656;
Title 5 Sections 56200 et seq.

**Note:** *This procedure is **legally required**.  Local practice may be inserted.  Insert local administrative procedures here and/or reference the EOPS Plan.  At a minimum, the procedures, plan, or description of the program and services must address:*

- Staffing and program management
- Documentation and data collection system
- An EOPS advisory committee
- A full time director
- Eligibility criteria
- Student responsibility requirements
- Recruitment and outreach services
- Cognitive and non-cognitive assessment, advising, orientation services and registration assistance
- Basic skills instruction, seminars, and tutorial assistance
- Counseling and retention services
- Career employment services
- Transfer services
- Direct aid.
- Establishment of objectives to achieve the goals in implementing extended opportunity programs and services.
- Review and evaluation of the programs and services and submission of related reports.

| Book | VCCCD Board Policy Manual |
|---|---|
| Section | Chapter 5 Student Services |
| Title | BP 5410 ASSOCIATE STUDENTS ELECTIONS |
| Number | BP 5410 |
| Status | Active |
| Legal | Education Code Section 76061 |
| Adopted | April 18, 2006 |

The Associated Students shall conduct annual elections to elect officers. The elections shall be conducted in accordance with procedures established by the Chancellor.

Any student elected as an officer in the Associated Students shall meet the following requirements:

- The student shall be enrolled in the District at the time of election and throughout his or her term of office, with a minimum of five semester units.
- The student shall meet and maintain the minimum standards of scholarship.

See Administrative Procedure 5410.

| | |
|---|---|
| Book | VCCCD Administrative Procedure Manual |
| Section | Chapter 5 Student Services |
| Title | AP 5410 ASSOCIATED STUDENTS ELECTIONS |
| Number | AP 5410 |
| Status | PROPOSED – NO AP 5410 IN VCCCD BOARDDOCS |
| Legal | Education Code Sections 76063 - 76065 |
| Adopted | |
| Last Reviewed | |

The Associated Students shall conduct annual elections to elect officers as described in the "Student Election Standard Operating Practices for Associated Students Positions and Student Trustee Position."

Any student elected as an officer in the Associated Students shall meet eligibility requirements as stated in the respective Associated Students Constitution and By-laws, as defined in the College Catalogs, and as set forth in the "Student Election Standard Operating Practices" guidelines for student elections.

| | |
|---|---|
| Book | VCCCD Board Policy Manual |
| Section | Chapter 5 Student Services |
| Title | BP 5420 ASSOCIATED STUDENTS FINANCE |
| Number | BP 5420 |
| Status | Active |
| Legal | Education Code Sections 76063–76065 |
| Adopted | April 18, 2006 |

Associated Student funds shall be deposited with and disbursed by the Chancellor.

The funds shall be deposited, loaned or invested in one or more of the ways authorized by law.

All funds shall be expended according to procedures established by the Associated Students, subject to the approval of each of the following three (3) persons, which shall be obtained each time before any funds may be expended:

- the Chancellor or designee;
- the employee who is the designated adviser of the particular student body organization; and
- a representative of the student body organization.

The funds of the Associated Students shall be subject to an annual audit.

| Book | VCCCD Administrative Procedure Manual |
| --- | --- |
| Section | Chapter 5 Student Services |
| Title | AP 5420 ASSOCIATED STUDENTS FINANCE |
| Number | AP 5420 |
| Status | PROPOSED – NO AP 5420 IN VCCCD BOARDDOCS |
| Legal | Education Code 76060, 76063 - 76065 |
| Adopted | |
| Last Reviewed | |

The Board authorizes the Associated Students to establish and maintain student organization accounts at each college. The Vice President of Administrative Services shall be responsible for the proper administration of the financial activities of each student organization account.

The Associated Student Organizations will have all funds deposited and disbursed by the Student Business Office.

The funds shall be deposited, loaned or invested in one or more of the following ways authorized by law:

- Deposits in trust accounts of the centralized State Treasury System pursuant to Government Code Sections 16305 – 16305.7 or in a bank or banks whose accounts are insured by the federal Deposit Insurance Corporation.
- Investment certificates or withdrawable shares in state-chartered savings and loan associations and savings accounts of federal savings and loan associations, if the associations are doing business in this state and have their accounts insured by the Federal Savings and Loan Insurance Corporation and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.
- Purchase of any of the securities authorized for investment by Government Code Section 16430 or investment by the Treasurer in those securities.
- Participation in funds that are exempt from federal income tax pursuant to Section 501(c)(3) of the Internal Revenue Code and that are open exclusively to nonprofit colleges, universities, and independent schools.
- Investment certificates or withdrawable shares in federal or state credit unions, if the credit unions are doing business in this state and have their accounts insured by the National Credit Union Administration and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.
- Loans, with or without interest, to any student body organization established in another community college of the District for a period not to exceed three years.
- Investment of money in permanent improvements to any community college District property including, but not limited to, buildings, automobile parking facilities, gymnasiums, swimming pools, stadia and

playing fields, where those facilities , or portions thereof , are used for conducting student extracurricular activities or student spectator sports, or when those improvements are for the benefit of the student body.

All funds shall be expended subject to such procedures as may be established by the Associated Students subject to the approval of each of the following three persons:

- The Campus President or designee;
- The officer or employee of the district who is the designated advisor of the particular student body organization; and
- A representative of the student body organization.

The books, financial records and procedures of all student organizations are subject to an annual audit. Reports of the annual audit of A.S. funds are submitted to the Vice President of Administrative Services. Audit information, except that containing personnel or other confidential information, shall be released to the Associated Students by the Vice President of Administrative Services, or designee.

# District Technical Review Workgroup-Student Services Self-Appraisal (March 2013)

SurveyMonkey

## 1. 1. How often did the committee meet?

|  | Response Percent | Response Count |
|---|---|---|
| Weekly | 0.0% | 0 |
| Bi-weekly | 0.0% | 0 |
| **Monthly** | **100.0%** | **8** |
| As needed | 0.0% | 0 |
| Should it meet more frequently? Less frequently? If so, why? | | 5 |
| answered question | | 8 |
| skipped question | | 0 |

## 2. 2. Does the committee charge reflect the business of the committee? (Charge provided below.) "The District Technical Review Workgroup (DTRW-SS) is an advisory group to DCAA. It is responsible for the review and development of Board policies, administrative procedures and standard operating practices in the student support area prior to submission through DCAA to the Chancellor and Board of Trustees. It may also serve as a body providing operational and procedural advice to DCAA for issues that impact students district-wide."

|  | Response Percent | Response Count |
|---|---|---|
| **Yes** | **100.0%** | **8** |
| No | 0.0% | 0 |
| answered question | | 8 |
| skipped question | | 0 |

### 3. 3. Is the committee environment conducive to open discussion of relevant issues?

| | Response Percent | Response Count |
|---|---|---|
| **Yes** | **100.0%** | **8** |
| No | 0.0% | 0 |
| If "no," please explain your response. | | 2 |

| | |
|---|---|
| **answered question** | **8** |
| **skipped question** | **0** |

### 4. 4. Are the issues brought to the committee effectively addressed in a timely manner?

| | Response Percent | Response Count |
|---|---|---|
| Always | 0.0% | 0 |
| **Usually** | **100.0%** | **8** |
| Sometimes | 0.0% | 0 |
| Rarely | 0.0% | 0 |
| Never | 0.0% | 0 |
| Please explain your response. | | 5 |

| | |
|---|---|
| **answered question** | **8** |
| **skipped question** | **0** |

### 5. 5. Are the committee's agendas posted and accessible in an easy and timely manner?

| | | Response Percent | Response Count |
|---|---|---|---|
| **Always** | | **62.5%** | **5** |
| Usually | | 37.5% | 3 |
| Sometimes | | 0.0% | 0 |
| Rarely | | 0.0% | 0 |
| Never | | 0.0% | 0 |
| | Please explain your response. | | 5 |
| | **answered question** | | **8** |
| | **skipped question** | | **0** |

### 6. 6. Are the committee meeting notes readily accessible?

| | | Response Percent | Response Count |
|---|---|---|---|
| **Accessible and easy to find** | | **100.0%** | **8** |
| Accessible but difficult to find | | 0.0% | 0 |
| Meeting notes are kept but not posted | | 0.0% | 0 |
| Meeting notes are not kept (that I am aware of) | | 0.0% | 0 |
| | Please explain your response. | | 3 |
| | **answered question** | | **8** |
| | **skipped question** | | **0** |

**7. 7. To what degree do you agree with the following statement: "The business of the committee was accomplished effectively"?**

| | | Response Percent | Response Count |
|---|---|---|---|
| Strongly agree | | 25.0% | 2 |
| **Agree** | | **75.0%** | **6** |
| Neither agree nor disagree | | 0.0% | 0 |
| Disagree | | 0.0% | 0 |
| Strongly agree | | 0.0% | 0 |
| Please explain your response. | | | 3 |
| | answered question | | 8 |
| | skipped question | | 0 |

**8. 8. What gaps (if any) in systems need to be addressed in order to support the planning efforts, research needs, or communication issues necessary for this committee to function more effectively?**

| | Response Count |
|---|---|
| | 6 |
| answered question | 6 |
| skipped question | 2 |

**9. 9. Discuss agenda items that need completion, items for future consideration by the committee, and/or changes needed to improve the effectiveness of this committee.**

| | Response Count |
|---|---|
| | 3 |
| answered question | 3 |
| skipped question | 5 |

**Q1. 1. How often did the committee meet?**

| 1 | Monthly is appropriate - meetings can be added if necessary | Mar 25, 2013 10:28 AM |
|---|---|---|
| 2 | It should only meet monthly. | Mar 18, 2013 10:37 PM |
| 3 | No | Mar 16, 2013 10:01 AM |
| 4 | I believe once a month is good. | Mar 14, 2013 1:41 PM |
| 5 | No, this is fine. | Mar 13, 2013 11:22 AM |

**Q3. 3. Is the committee environment conducive to open discussion of relevant issues?**

| 1 | This committee is so critical at this time of the changes that will be necessary to meet the student success initiative agenda. | Mar 25, 2013 10:28 AM |
|---|---|---|
| 2 | People appear to have no problem expressing their opinions. | Mar 18, 2013 10:37 PM |

**Q4. 4. Are the issues brought to the committee effectively addressed in a timely manner?**

| 1 | We work diligently to address issues in a timely manner, but when change is involved, there are those that want to keep the discussion going.  However, the committee has been well run and the group has keep itself on track as much as possible. | Mar 25, 2013 10:28 AM |
|---|---|---|
| 2 | Assignments are given to committee members and they table their assignment because they didn't get an opportunity work on it or get  input. | Mar 16, 2013 10:01 AM |
| 3 | Starting this academic year, the Academic President's from the three colleges were removed as members from this committee. I believe they need to be part of this committee to effectively communicate issues to constituents and so resolve issues in a more timely manner. | Mar 14, 2013 1:41 PM |
| 4 | The Committee has huge agendas (thanks to so many changes in Title 5) and much of the work falls on few of the members due to their particular expertise. | Mar 13, 2013 11:22 AM |
| 5 | It seems the committee has gotten better at expediting issues over the last few months, however, there have been many late and last minute submissions, sometimes a week after deadline. | Mar 13, 2013 10:12 AM |

**Q5. 5. Are the committee's agendas posted and accessible in an easy and timely manner?**

| | | |
|---|---|---|
| 1 | Laurie does a great job! | Mar 25, 2013 10:28 AM |
| 2 | When submissions are late, Laurie can't get the agenda out on time. | Mar 18, 2013 10:37 PM |
| 3 | Yes. They are sent via email and are available on the district website. | Mar 16, 2013 10:01 AM |
| 4 | There are times when agendas could be posted sooner to better prepare for upcoming meetings. | Mar 14, 2013 1:41 PM |
| 5 | Thanks, Laurie! | Mar 13, 2013 11:22 AM |

**Q6. 6. Are the committee meeting notes readily accessible?**

| | | |
|---|---|---|
| 1 | Laurie posts them and is great about sending them to anyone who needs them. | Mar 18, 2013 10:37 PM |
| 2 | Yes, they are available on the district website. | Mar 16, 2013 10:01 AM |
| 3 | Yes, because Laurie Nelson-Nusser is a great asset to this committee. | Mar 13, 2013 11:22 AM |

**Q7. 7. To what degree do you agree with the following statement: "The business of the committee was accomplished effectively"?**

| | | |
|---|---|---|
| 1 | This committee dealt with many administrative procedures that had to be changed or created because of changes wrought by the student success agenda.  The discussions were open and as a result of the work, there is consistency at all three colleges.  Good working group. | Mar 25, 2013 10:28 AM |
| 2 | We have accomplished a lot in our last meetings. Everyone diligently works to accomplish he tasks given to us. | Mar 16, 2013 10:01 AM |
| 3 | In many instances, members request more time for their constituents to review issues when there has already been a few months of review.  Items are kicked back to campuses, which extends the time period of completion. | Mar 13, 2013 10:12 AM |

| Q8. 8. What gaps (if any) in systems need to be addressed in order to support the planning efforts, research needs, or communication issues necessary for this committee to function more effectively? | | |
|---|---|---|
| 1 | The biggest issues with this work group is that the Academic Senates must recognize that they are represented at this committee by their appropriate representatives. It creates problems when recommendations are made to DCAA and the Academic Senates then feel they have to vet the procedures at Senate meetings. The vetting at the colleges should happen at the time the procedures are being developed through DTRW-SS. Then they come through DCAA and can move through the process. DCAA is for the larger instructional and student service issues - the crafting of the future, not to redo what DTRW-SS (and I) have already done. | Mar 25, 2013 10:28 AM |
| 2 | None. | Mar 18, 2013 10:37 PM |
| 3 | None | Mar 16, 2013 10:01 AM |
| 4 | More formalized communication regarding decisions made at DCAA that affect DTRW-SS | Mar 14, 2013 1:41 PM |
| 5 | The role of DCAA and the flow of the Administrative Procedures (APs) was confusing this year. | Mar 13, 2013 11:22 AM |
| 6 | Members should review the agenda packet prior to attending the meeting and their submissions should not be hand carried to the meetings. Handouts at meetings invite confusion regarding the versions of submissions. They should also indicate the version they are presenting by putting it in the footer of their document. | Mar 13, 2013 10:12 AM |

| Q9. 9. Discuss agenda items that need completion, items for future consideration by the committee, and/or changes needed to improve the effectiveness of this committee. | | |
|---|---|---|
| 1 | See #8 above. I think this is a very functional group, but the Academic Senates need to trust their colleagues to do their work, vet it on campus to the appropriate groups, and then allow it to move through the process. | Mar 25, 2013 10:28 AM |
| 2 | Continue review and refinement of policies, especially related to the student code of conduct. | Mar 18, 2013 10:37 PM |
| 3 | Most of the policies and procedures in Chapter 5 have been reviewed in time for the two year accreditation review cycle, however, there are a few lingering items as a few of the members are requesting more time for constituent feedback or have not finished their items that were delegated to them by the Chair of the workgroup. | Mar 13, 2013 10:12 AM |