

Ventura County Community College District

District Technical Review Workgroup – DTRW-SS Meeting Notes

April 11, 2013 – DAC Lakin Boardroom

3:00 p.m. – 4:30 p.m.

DRAFT PRIOR TO APPROVAL OF MEETING NOTES AT 9.26.13 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), Lori Bennett, Dean of Student Learning

Absent:

Kimberly Eder, Karen Engelsen, Pat Ewins

Recorder:

Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p>Welcome and Approval of February 14, 2013 Meeting Notes</p>	<p>Dr. Endrijonas welcomed everyone to DTRW-SS. The meeting commenced at 3:04 pm. Dave Anter, the new Registrar for Moorpark College, was introduced to the workgroup.</p> <p>The March 7, 2013 meeting notes were approved as amended with abstention from Jane Harmon and Clare Geisen. All in favor.</p>			
<p>OLD BUSINESS</p>				
<p>BP/AP 5055 Priority Enrollment and Student Notification Letter</p>	<p>Dr. Endrijonas indicated AP 5055 went to DCAA and was moved forward to and approved by Cabinet on April 1, 2013. This item will move forward to Policy Committee on April 17 and</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>subsequently to the Board for full approval.</p> <p>Dr. Engelsen was not present to provide a draft of the student alert notification delegated at the March 7 DTRW-SS meeting per the request of Dr. Endrijonas. The document will go forward to DCAA after review by DTRW-SS. The final document will be sent out to students via portal announcement and email.</p>	Draft student alert notification and send to Laurie Nusser	ASAP	Karen Engelsen
AP 5130 Financial Aid – Victoria Lugo	The deans of Student Services for Oxnard and Moorpark Colleges were not present to provide feedback from their Financial Aid Officers. This item was tabled for the next DTRW-SS meeting.			
BP/AP 5150 Extended Opportunity Programs and Services (EOPS) – no VCCCD AP/current BP in BoardDocs.	The dean of Student Services for Oxnard College was not present to provide feedback from their EOPS Coordinators. This item will be distributed via email and if ok will go forward to DCAA.			
BP/AP 5410 Associated Student Elections	The Board policy was revised to remove the second paragraph with bullet points and move it to the administrative procedure as the second paragraph. This item will move forward to DCAA.			
BP/AP 5420 Associated Students Finance	The Board policy was revised to remove the second and third paragraphs with bullet points. This is already indicated in the administrative procedure. This item will move forward to DCAA.			
NEW BUSINESS				
DTRW-SS Meeting Schedule	The first meeting of the 2013-2014 academic year will be held on the fifth Thursday (August 29) to accommodate campus schedules and subsequent meetings will be held on the fourth Thursday of each month. Ms. Nusser will send out meeting invitations for these recurrences of the DTRW-SS meetings for 2013-2014.			
DTRW-SS Self-appraisal	Dr. Endrijonas reviewed the DTRW-I Self-Appraisal			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Survey	<p>Survey submissions and as a result from the comments regarding a lack of coordination between this workgroup and DCAA, the monthly meeting dates were changed from the second Thursday to the fourth Thursday to accommodate submission deadlines for Policy Committee and Board review.</p> <p>There was discussion regarding the flow of process between DTRW-SS and DCAA. It was decided to post draft meeting notes on the District Committee website at http://www.vccd.edu/committees/index.shtml.</p>			
NEXT MEETING	Thursday, August 29, 2013 – 3:00 p.m. – DAC Lakin Boardroom			

DRAFT