**Ventura County Community College District**

**District Technical Review Workgroup (DTRW-SS)**

**Meeting Notes**

November 10, 2016 – DAC Lakin Boardroom

3:00 p.m. – 5:00 p.m.

**Members:**

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| **Chancellor’s Designee:**  | Oscar Cobian, Chair (OC)  |
|  **Co-Chair:** | Traci Allen, Co-Chair (MC) |
|  **Executive VP & VPs:**  | Julius Sokenu (MC), Oscar Cobian (OC), , Damien Pena (VC) |
| **Academic Senate Presidents:**  | Nenagh Brown (MC), Linda Kama’ila (OC), Alex Kolesnik (VC) |
| **Deans/Asst. Deans:****Registrars:** | Howard Davis (MC), Leah Alarcon (OC)Dave Anter (MC), Joel Diaz (OC) , Arlene Reed (VC) |
| **Non-instructional Designees:**  | Traci Allen (Counselor MC), Graciela Casillas-Tortorelli (Counselor OC),  |
|  | Angelica Gonzales (Counselor VC) |
| **Financial Aid Reps:****Associated Student Government:**  | Kimberly Korinke (MC), Linda Faasua (OC), TBD (VC)Gaby Rodriguez (OC), ASG Rep Vacant (MC), ASG Rep Vacant (VC) |
| **Policy & Administrative Procedures:**  | Rick Post (Vice Chancellor Ed Services, DAC) |

**Absent:** Gaby Rodriguez (OC), Kim Korinke (MC), Rick Post (DAC)

**Guests:** Rick Trevino, Student Success Supervisor (VC), Jesus Vega, Student Success Supervisor (MC), Mike Rose, Director of Development (DAC)

**Recorder:**  Michelle Castelo

**Notes:**

| **Agenda Item** | **Summary of Discussion** | **Action (If Required)** | **Completion Timeline** | **Assigned to:** |
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| **Welcome & Approval of Meeting Notes:**October 13, 2016  | Dr. Cobian, welcomed everyone to DTRW-SS. The meeting commenced at 3:08 p.m. The October 13, 2016 meeting notes were reviewed & approved with one minor correction regarding the approval of AP 5055. | Make correction | By next meeting | M. Castelo |

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| **New Business:**  |
| **Agenda Item** | **Summary of Discussion** | **Action (If Required)** | **Completion Timeline** | **Assigned to:** |
| **Common Assessment Initiative (CAI) Update**Amy Beadle | The new state Chancellor, Eloy Ortiz Oakley, will begin his position in December.There is currently no timeline for the CAI. The state chancellor’s office is hoping to have it in place by the beginning of the new year. The goal is for 250 students to answer all 300 questions over a 1 to 3-hour time period as a test pilot, with a $20 Amazon gift card as an incentive. There are no pilot schools currently in place. They are currently testing incarcerated and other populations and the field is driving the demand. Burrows has been contracted to conduct a review.  |  |  |  |
| **BOG/Priority Registration**Registrars | Joel Diaz gave an update. Spring priority registration happens prior to the Fall grades being posted. This creates concerns as students cannot register for certain classes while grades are still pending. There are also concerns for those students who had their BOG and Priority registration reinstated. Some discussion followed regarding the use of electronic progress reports. Registrars agreed to meet with CCCSSO’s via conference call to discuss. Linda Faasua will schedule and include counseling chairs.  | Schedule Mtg | Next week | Linda Faasua |

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| **Old Business:**  |
| **Agenda Item** | **Summary of Discussion** | **Action (If Required)** | **Completion Timeline** | **Assigned to:** |
| **Review Policy/ Procedure List**  | It was suggested in light of the recent legalization of marijuana in CA, that we move AP/BP 3550 Drug Free Environment up as more of a priority. Other suggestions for priority included: BP 4250 Probation, Disqualification and ReadmissionOur January meeting will have some overlap with DTRW-I |  |  |  |
| **BP/AP 3500 Campus Safety Update:** Oscar Cobian | At our previous meeting, it was suggested that there be a link to each of the Campus Safety Plans posted on the VCCCD website. A handout with the suggested changes was distributed and reviewed. Links from all three colleges have been sent to Rick Post. Some discussion followed regarding the inconsistency that links create with other AP/BPs. All were in favor of this going back to the Policy Board for further review for removal of the links.  | Submit to Policy Board for Review |  |  |

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| **Old Business: (Continued)** |
| **Agenda Item** | **Summary of Discussion** | **Action (If Required)** | **Completion Timeline** | **Assigned to:** |
| **Review of Membership** | At the October meeting, it was suggested that the language in the Decision-making document be changed as follows: Instead of Dean of Student Services, the language would be changed to “CSSO and/or Designee”. The committee voted and unanimously approved this change to move forward to the policy board for approval with one change pertaining to formatting: move “Academic Senate President” to a new line”.  | Update the Decision Making Document & submit to Policy Board |  |  |
| **AP 5055 Enrollment Priorities:** Registrars | At the September meeting, it was proposed that FYE Students be able to receive 2nd Priority Registration dates if they complete all 3SP requirements. This is already being done at some colleges & benefits 2nd semester athletes. Some discussion followed & all agreed that more time is needed to review and discussion and will be placed on the January 12th agenda.  | Place on January Agenda | By next meeting | Michelle Castelo |
| **NEXT MEETING** | January 12, 2017 – 3:00 p.m. – DAC Lakin Boardroom Submission Deadline: January 6, 2017 Meeting Adjourned at 4:43 p.m. |  |  |