

Ventura County Community College District

District Council on Student Learning (DCSL) Meeting Notes

March 8, 2012 – DAC Lakin Board Room

3:00 p.m. – 4:30 p.m.

MEETING NOTES APPROVED AT 4.12.12 DCSL MEETING

Present: Chancellor's Designee: Erika Endrijonas (OC)
Co-Chair: Riley Dwyer (MC)
Gloria Arevalo (VC), Lori Bennett (MC), Susan Bricker (VC), Daniel Chavez (ASVC), Kathy Colborn (MC), Shannon Davis (OC), Joel Diaz (OC), Riley Dwyer (MC), Patricia Ewins (MC), Clare Geisen (DAC), Angelica Gonzales (VC), Linda Kamaila (OC), Pam Kennedy-Luna (MC), Linda Loiselle (MC), Maureen Rauchfuss (MC), Mary Rees (MC), Ramiro Sanchez (VC), Peter Sezzi (VC), Mark Pauley (VC)

Absent: Karen Engelsen (OC), Victoria Lugo (VC)

Recorder: Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome and Approval of January 12, 2012 Meeting Notes	<p>Dr. Endrijonas welcomed everyone to DCSL. The meeting commenced at 3:10 pm.</p> <p>The January 12, 2012 meeting notes were approved with a minor correction. Robert Cabral is indicated as absent and Linda Kamaila has replaced him. All were in favor to approve the minutes with the above correction.</p>			
Review of Committee Charge	<p>Recommendations of changes to the Committee charge:</p> <ul style="list-style-type: none">• "Fourth Thursday" will be removed.• Website Membership: "suggested" will move to parenthesis in front of two faculty members selected. No other changes were requested.			

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Review of Annual Committee Evaluation	Dr. Endrijonas requested the group review the survey, which is not specific to this committee. Comments will be brought back to the meeting in April. (Since the last meeting, this item has been resolved.)			
OLD BUSINESS				
Early Registration – AP 5055 (Peter Sezzi)	Mr. Sezzi is currently working on gathering data for review. There was discussion if the SSTF information should be included in this administrative procedure. There was concern there are no degree applicable courses for basic skills students. Return of students for 76 units were discussed. It was requested to leave this item on the agenda for the next meeting after April (September 12, 2012).	gather data	9.12.12	Peter Sezzi
AP 4225, 4227, 4230 New Title 5 Repetition and Withdrawal Regulations (Registrars): <ul style="list-style-type: none"> AP 4255 Course Repetition 	AP 4255 Course Repetition Ms. Bricker provided an explanation of changes made to the administrative procedure. The document was reviewed and the following changes were requested: <ul style="list-style-type: none"> Copyright symbol will be deleted (1st page) Under “<i>Course Repetition to Alleviate a Substandard Grade:</i>” Substandard will be changed to standard (2nd page) Under “<i>Course Repetition to Alleviate a Substandard Grade:</i>” “<i>To alleviate a substandard grade</i>” will be changed “<i>to achieve a standard grade</i>”. “<i>Activity</i>” will be changed to <i>allowable</i>” in all places in paragraph. (3rd page after item 2) “<i>Verification</i>” will change to “<i>certification.</i>” (last page under “<i>Legally Mandated Training Requirement.</i>” 	Make revisions to AP 4255, 4227, and 4230	4.12.12	Susan Bricker

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<ul style="list-style-type: none"> • AP 4227 Course Repetition Absent Substandard Academic Work • AP 4230 – Grading and Academic Records Symbols 	<p>AP 4227 Course Repetition Absent Substandard Academic Work Ms. Bricker provided an explanation of changes made to the administrative procedure. The document was reviewed and the following changes were requested:</p> <ul style="list-style-type: none"> • C – “or P” will be added in first and second paragraph • “<i>may qualify</i>” will replace “<i>is an activity course</i>” in 2nd bullet on first page <p>AP 4230 Grading and Academic Record Symbols Ms. Bricker provided an explanation of changes made to the administrative procedure. The document was reviewed and the following changes were requested:</p> <ul style="list-style-type: none"> • This procedure is scheduled to go into effect fall 2012 and there was concern regarding the withdrawal at 14 weeks. Mr. Sezzi will take AP 4230 back to the Academic Senate for consideration and opinion. This item will be agendized on the April DCSL agenda. • Issues with Title 4 and financial aid were discussed regarding withdrawals. Ms. Bricker will craft a sentence to be added for clarification regarding the W-Withdrawal (first paragraph on second page). This will be discussed at the April DCSL meeting. 			
<p>BP/AP 4240</p>	<p>Academic Renewal – BP/AP 4240 Ms. Gonzales requested to have this item tabled to the April meeting in order to clarify Title 5 updates.</p>	<p>Review AP 4230 with Academic Senate</p> <p>Craft new sentence for clarification</p> <p>Clarify Title 5 updates</p>	<p>4.12.12</p> <p>4.12.12</p> <p>4.12.12</p>	<p>Peter Sezzi</p> <p>Susan Bricker</p> <p>Angelica Gonzales</p>

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AP 5010	In January, Ms. Geisen researched whether DCSL's draft of AP 5010 from 2009 ever made its way to the Board and confirmed it hasn't been through the approval process. Ms. Geisen stated there is a recent CCLC update to this administrative procedure and the update, which should be incorporated into our revised procedure. The 2009 draft will be sent to the registrars by Ms. Geisen for review and the revised draft will be brought to the February DCSL meeting. (The February meeting was cancelled.)	Revise draft	4.12.12.	Registrars
NEW BUSINESS				
Student Success Task Force	<p>Dr. Endrijonas provided a copy of the SSTF Advancing Student Success in California Community Colleges and reviewed the changes recommended by California Community Colleges.</p> <p>One of the concerns is the current data being utilized is not accurate and the ARCC group will be starting up soon. Another group will be coming together to identify the diagnostic assessment. The State will be doing an RFP as to why they should be identified as the choice of the state. Local validation has not been addressed at State level. Cut scores were discussed and whether they are consistent across the State. Stay tuned for improved basic skills and funding issues.</p>			
AP 4235	The current administrative procedure online is not the same as was approved last year and, therefore, requires review again as it has been close to a year since the last assessment. The draft dated 3/30/11 was provided at the meeting for review. There was a	Make fee revisions to AP 4235 and send to Ms. Geisen for	4.12.12	Shannon Davis

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	question regarding whether fees should be added to the document. Registrars will review the fees to ensure this is covered under another administrative procedure. This policy/procedure will move to Cabinet, and if approved, to Policy Committee in April, and the Board in May.	Cabinet approval.		
AP 5013 Students in the Military	The CCLC update dated 9/13/11 was provided for review to adopt for our administrative procedure. The registrars will review the procedure and bring back a draft for the next meeting. Health credits were discussed as they are not consistent across the military branches. The ACD model has been followed by Ventura for the history of enrollment of military.	Review administrative procedure	4.12.12	Registrars
AP 4100	<p>Ms. Dwyer presented a draft of AP 4100 Graduation Requirements for Degrees and Certificates. The following changes were requested:</p> <ul style="list-style-type: none"> • The primary change is on page 2 – complete with a grade of C or better. • Move “<i>Areas of Emphasis Majors</i>” to front of sentence. • Include language regarding transfer degrees. • C or a P should be added <p>Oxnard College’s Academic Senate has not yet reviewed this document and will bring back their comments to the April meeting based on the changes made at this meeting.</p>	Review AP 4100	4.12.12	OC Academic Senate
Mandatory New Student Orientation	Implementation of this item is a concern and Ms. Ewins requested presentation to the group. Please review this item, which will return to the April meeting.	Review New Student Orientation	4.12.12	DCSL Group
Math Competency	This item was discussed in DTRW, which the group	Review with	4.12.12	Curriculum

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	agreed the document required a few changes and Linda Anderson (math professor and DCSL guest) will bring back the requested changes to the Curriculum Committee.	Curriculum Committee		Committee
NEXT MEETING	Thursday, April 12, 2012 – 3:00 p.m.			