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**District Technical Review Workgroup**  
**Student Services – DTRW-SS (formerly DCSL)**

**AGENDA**

**September 13, 2012 – Lakin Board Room**  
**3:00 p.m. – 4:30 p.m.**

- **Approval of April 12, 2012 Meeting Notes**
- **Old Business**
  - AP 4100 Graduation Requirements for Degrees and Certificates (attached) – review for new state requirements (Erika Endrijonas)
  - BP/AP 4240 Academic Renewal (attached) – brought back to clarify Title 5 updates (Ventura College)
  - AP 5010 Admissions and Concurrent Enrollment – for further review after going back to the Academic Senates from the April 12 meeting (Academic Senate representatives)
  - AP 5055 Early Registration – supporting documentation for rationale of early registration for athletes to Cabinet (Peter Sezzi). It was requested in April to leave this item on the agenda for the September meeting. (AP 5055 attached)
  - Update on SB 1456 – Student Success Act of 2012 (SB 1456 attached)
  - 2011-2012 DTRW Annual Member Survey (results attached)
- **New Business**
  - Waivers from college to college (Pat Ewins)
- **Updates (Parking lot for fall updates)**
  - AP 5013 Students in the Military – CCLC version attached (no BP/AP exists)
  - AP 5015 Residence Determination (no BP exists)
  - BP/AP 5020 Nonresident Tuition (current BP/AP attached)

Next Meeting Date: October 11, 2012, 3 pm

**Ventura County Community College District**

**District Council on Student Learning (DCSL) Meeting Notes**

**April 12, 2012 – DAC Lakin Board Room**

**3:00 p.m. – 4:30 p.m.**

**DRAFT PRIOR TO APPROVAL OF MEETING NOTES AT 9.13.12 DCSL MEETING**

**Present:** Chancellor's Designee: Erika Endrijonas (OC)  
Co-Chair: Riley Dwyer (MC)  
Lori Bennett (MC), Susan Bricker (VC), Kathy Colborn (MC), Shannon Davis (OC), Joel Diaz (OC), Karen Engelsen (OC), Patricia Ewins (MC), Clare Geisen (DAC), Angelica Gonzales (VC), Linda Kamaila (OC), Denice Avila in lieu of Pam Kennedy-Luna (MC), Linda Loiselle (MC), Victoria Lugo (VC), Mary Rees (MC), Ramiro Sanchez (VC), Peter Sezzi (VC), Mary Jones (OC) guest

**Absent:** Gloria Arevalo (VC), Daniel Chavez (ASVC), Riley Dwyer (MC), Mark Pauley (VC), Maureen Rauchfuss (MC),

**Recorder:** Laurie Nelson-Nusser

**Notes:**

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
<b>Welcome and Approval of March 8, 2012 Meeting Notes</b>	Dr. Endrijonas welcomed everyone to DCSL. The meeting commenced at 3 pm.  Dr. Endrijonas reminded the group to complete the survey by tomorrow evening at midnight.  The meeting notes were approved with a minor change.			
<b>OLD BUSINESS</b>				
<b>AP 4225, 4227, 4230 New Title 5 Repetition and Withdrawal Regulations (Registrars):</b>	<b>AP 4225 Course Repetition</b> Ms. Bricker provided an explanation of changes made to the administrative procedure listed in the meeting minutes. No other changes were made.			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>BP/AP 4240</b>	<p><b>AP 4227 Course Repetition Absent Substandard Academic Work</b> Ms. Bricker provided an explanation of changes made to the administrative procedure. Ms. Bricker requested the group to read the document during the meeting and provide feedback.</p> <p><b>AP 4230 Grading and Academic Record Symbols</b> Ms. Bricker provided an explanation of changes made to the administrative procedure.</p> <p>All administrative procedures were approved by the group with minor changes to AP 4225 and AP 4227 and will move forward to Chancellor's Cabinet. AP 4230 had no changes and will also move forward to Chancellor's Cabinet. Ms. Bricker will send a clean copy of AP 4225 and AP 4227 to Laurie Nusser.</p>	Send clean copies to Laurie Nusser	April 19	Susan Bricker
	<p><b>Academic Renewal – BP/AP 4240</b> Ms. Gonzales requested to have this item tabled to the September meeting in order to clarify Title 5 updates.</p>	Add to September 13, 2012 agenda	Sept 7, 2012	Laurie Nusser
<b>BP/AP 5010 Admissions and Concurrent Enrollment Susan Bricker</b>	<p>BP: Ms. Bricker stated the current Board policy did not allow for minors and was added to the document.</p> <p>AP: Ms. Bricker presented the changes to the administrative procedure. Number 2, second paragraph: this sentence will be removed. Ms. Bricker will send a clean copy of AP 5010 to Laurie Nusser. Ventura College Academic Senate requested further review of the administrative procedure, which will go back to the Senates for</p>	Add to September 13, 2012 agenda	Sept 7, 2012	Laurie Nusser

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	review and brought back to the September DCSL meeting with the Senates' comments.			
<b>AP 4100 Graduation Requirements for Degrees and Certificates</b>	<p>Dr. Endrijonas reviewed the document changes and history of the AP with the group. Discussion ensued regarding transferability with a "C" or a "P." AAT and ASTs are not listed in the administrative procedure. The administrative procedure will go forward to Chancellor's Cabinet as is, which was approved by the group. This becomes effective in fall 2012 and will be included in the new catalogs.</p> <p>This administrative procedure will be brought back in September to review the new state requirements.</p>	Add AP 4100 to September 13, 2012 agenda	Sept 7, 2012	Laurie Nusser
<b>Math Competency</b>	Minor changes were made to the Math Competency document by the Curriculum Committee and reviewed by the DCSL group.			
<b>NEW BUSINESS</b>				
<b>Health Fee Trailer Bill Mary Jones (guest)</b>	<p>Ms. Jones attended DCSL as a guest to present the proposed Health Fee Trailer Bill on the behalf of all three colleges and the effects it may have on the colleges, especially Oxnard College.</p> <p>Ms. Jones provided talking points to the group, which is a critical issue as the health centers are not funded under general funds. Ms. Jones requested advocacy from the DCSL group to support the bill.</p>			
<b>NEXT MEETING</b>	Thursday, September 13, 2012 – 3:00 p.m.			



Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4100 GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES
Number	AP 4100
Status	Active
Legal	<a href="#">Title 5, Section 55024</a> <a href="#">Title 5, Section 55023</a> <a href="#">Title 5, Section 55022</a> <a href="#">Title 5, Section 55063</a> <a href="#">Title 5, Section 55064</a> <a href="#">Title 5, Section 55062</a> <a href="#">Title 5, Section 55061</a> <a href="#">Title 5, Section 55072</a> <a href="#">Title 5, Section 55070</a> <a href="#">Title 5, Section 55060</a> <a href="#">Title 5, Section 55002</a> <a href="#">Title 5, Section 55000.5</a>
Adopted	June 16, 2010
Last Reviewed	May 8, 2012

Graduation Requirements for Degrees and Certificates of the District Colleges must address the following:

- Standards of Scholarship:
  - Students must achieve a cumulative grade point average of no less than 2.0 in all degree-applicable college and university coursework attempted.
  - Courses used for Areas of Emphasis, Majors, Certificates of Achievement, or Proficiency Awards must be completed with a grade of C or better or "P" in each course.
  - District policies and procedures regarding general education and degree requirements must be published in the college catalog and must be filed with the State Chancellor's Office.
- For the Associate in Arts or Associate in Science degree, a student must demonstrate competence in reading, in written expression, and in mathematics.
  - The student must satisfactorily complete at least 60 semester units of degree-applicable college work.
  - A definition of "college work" provides that courses acceptable toward the associate degree include those that have been properly approved pursuant to Title 5, Section 55002(a), or, if completed at other than a California community college, would reasonably be expected to meet the standards of that section. The work must include:
    - at least 18 semester units in general education as noted in AP 4025.
    - at least 18 semester units in a major listed in the Community Colleges "Taxonomy of Programs" or 18 semester units in an area of emphasis approved by the CCCCO.
    - at least 12 semester units in residence at the college granting the degree; exceptions to the residence requirement can be made by the Board when an injustice or undue hardship would

- result
  - The general education requirements must include a minimum amount of work in the natural sciences, the social and behavioral sciences, humanities, and language and rationality.
  - Ethnic studies must be offered.
- For a Certificate of Achievement, a student must successfully complete a course of study that has been approved by the CCCCO and that consists of 18 or more semester units of degree-applicable credit coursework. Additionally, a student must earn a cumulative grade point average of not less than 2.0 in all degree-applicable college and university coursework attempted and must complete at least 12 semester units in residence at the college granting the certificate. Certificate programs may also be approved for fewer units (a minimum of 12 and a maximum of 17.5 semester units of degree-applicable credit coursework), in this case, the same scholarship and residency standards would apply. The Certificate of Achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.
- Shorter credit programs that lead to a Proficiency Award may be established by the District. Content and assessment standards for Proficiency Awards shall ensure that these programs are consistent with the District Colleges' mission, meet a demonstrated need, are feasible, and adhere to guidelines on academic achievement. A student must complete all applicable coursework used for proficiency Award with a grade of C or better or "P" in each course. Proficiency Awards cannot be memorialized on a student transcript.

### **Graduation Application Procedure**

- Students must file a petition for a degree and/or certificate through the Counseling Office.
- District Colleges offer three graduation dates: Summer term, Fall semester, Spring semester.
- Graduation ceremonies are conducted at the end of the Spring semester.
- Graduation petition deadline dates are locally announced at each District College.

### **Variance in Major Requirements**

Occasionally a student may have difficulty in completing exact major requirements as specified in the college catalog due to circumstances of class schedule conflicts, class cancellation, related but nonequivalent coursework taken outside of this college district, or circumstances beyond the control of the student. Under such circumstances, a student may file a Petition for Variance to seek approval from the appropriate college officials to substitute one or more courses in a designated major, an area of emphasis, or in general education. The petition forms are available in the Counseling Center.

### **Double Counting**

While a course might satisfy more than one general education requirement, it may not be counted more than once for these purposes. A course may be used to satisfy both a general education requirement and a major or area of emphasis requirement.

### **Catalog Rights/Continuous Enrollment**

A student remaining in continuous enrollment at one or more of the colleges of the Ventura County Community College District (VCCCD) or at any other regionally accredited college or university, may meet the VCCCD graduation requirements in effect at the time of his/her entering or at any time thereafter. This applies only to graduation requirements and not to policies, procedures, or other regulations. Catalog rights/continuous enrollment are defined as attendance in at least one term each calendar year. Any academic record symbol entered on a transcript (A-F, CR, CRE, NC, P, NP, I, IP, RD, W, MW) shall constitute enrollment or attendance.

A student who has not maintained continuous enrollment is considered to be under new requirements when returning unless the student is granted a petition/waiver for extenuating circumstances. This petition must be initiated by the student through a college counselor and approved by the appropriate dean or designee.

Students should be made aware that other governing agencies may impose more restrictive limitations concerning the definitions of continuous enrollment or continuous attendance. Some agencies define continuous enrollment as remaining in attendance both fall and spring semesters. Some will not accept selected academic record symbols (such as Ws). Those affected by more restrictive guidelines include students receiving financial aid and alien students.

**Academic Year**

The Fall semester is the first term of an academic year. A summer term, whether one or more sessions, constitutes the last term of an academic year.

**Guidelines for Additional Degrees**

Any college in the Ventura County Community College District will award additional associate degrees under the following conditions:

- A student who has earned an associate degree at any regionally accredited institution may earn additional associate degrees.
- Additional degrees can be in a specific major, a general studies area of emphasis or an additional option within the field of the original degree.
- Students must meet all minimum Title 5 requirements for the catalog year covering the additional degree(s). These include, but are not limited to residency requirements, a minimum of 12 additional units for each degree (i.e., a minimum total of 72 units for a second degree and 84 units for a third degree, etc.) and competency requirements in written expression and mathematics.
- Students must complete all required major/emphasis courses listed in the appropriate year's catalog for the specific major, area of emphasis or area of option for the additional degree(s).
- A student who already holds an Associate degree or higher degree from any regionally accredited institution or one evaluated as equivalent to a regionally accredited institution only needs to complete minimum Title 5 requirements and the major/emphasis requirements to earn an additional degree. No further general education or local additions will be required.

Appeals to the above policy may be submitted to the Executive Vice President, or designee. Waivers may be granted under extenuating circumstances or when there has not been sufficient opportunity to enroll in required courses.



Book	VCCCD Board Policy Manual
Section	Chapter 4 Academic Affairs
Title	BP 4240 ACADEMIC RENEWAL
Number	BP 4240
Status	Active
Legal	<a href="#">Title 5, Section 55044</a>
Adopted	June 23, 2009
Last Reviewed	October 11, 2011

Previously recorded substandard academic performance may be disregarded if it is not reflective of a student's demonstrated ability. The Chancellor shall, in consultation with the Academic Senates, establish procedures that provide for academic renewal.

See [Administrative Procedure 4240](#).

Last Modified by Laurie Nusser on October 14, 2011





Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4240 ACADEMIC RENEWAL
Number	AP 4240
Status	Active
Legal	<a href="#">Title 5, Section 55046</a>
Adopted	June 23, 2009
Last Reviewed	October 11, 2011

Students may petition to have a portion of previous college work disregarded in meeting academic requirements in the colleges of the VCCCD. Academic Renewal is intended to facilitate the completion of requirements necessary for an academic degree or certificate.

#### **Academic Renewal Options:**

A student may petition, once only, to eliminate grade point calculations and credits from selected portions of previous college work which is not reflective of the student's present demonstrated ability and level of performance. The student may petition for Academic Renewal to disregard previous substandard college work by selecting one of the following options:

- Disregard a maximum of 15 or fewer semester units of any courses with less than a "C" or equivalent grade taken during any one or two terms (maximum two terms), not necessarily consecutively; or
- Disregard all courses from two consecutive terms (one summer or intersession may be regarded as equivalent to one semester at the student's discretion). Courses and units taken at any institution may be disregarded.

#### **Eligibility:**

- The student has completed at least 12 units in residence in the colleges of the VCCCD
- The student has submitted transcripts of all college work
- The student has waited two years since the course work to be disregarded was completed
- The student has subsequently completed at least 30 semester units with a minimum 2.40 GPA
- The colleges of the VCCCD will honor similar actions by other accredited colleges and universities in determining grade point averages and credits

#### **Petition:**

The petition form for this purpose is "Petition for Academic Renewal." The academic renewal form is initiated by the student through a counseling appointment.

#### **Recording of Academic Renewal:**

Once the Petition of Academic Renewal is granted, the student's permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

Academic renewal actions are irreversible.

The student should be aware that other colleges or universities may have different policies concerning Academic

Renewal and may not honor this policy.

Last Modified by Laurie Nusser on October 14, 2011

Book	VCCCD Board Policy Manual
Section	Chapter 5 Student Services
Title	BP 5010 ADMISSIONS AND CONCURRENT ENROLLMENT
Number	BP 5010
Status	Active
Legal	Education Code Section <u>48800, 48800.5 68000 et seq., 76000, 76001, 76002</u> ; Labor Code Section 3077
Adopted	April 18, 2006

The District shall admit the following students ~~who meet one of the following requirements and who are determined to be capable of profiting from the instruction offered:~~

- ~~Any person over the age of 18 and~~ California resident possessing a high school diploma or its equivalent.
- Other persons who are over the age of 18 years and who, in the judgment of the Chancellor or his or her designee are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.
- Persons who are apprentices as defined in Section 3077 of the Labor Code

The district may admit other persons who meet the criteria set forth in AP 5010 and are determined to be capable of profiting from the instruction offered:

#### Admission Concurrently Enrolled Special Admission Students

The district may admit concurrently enrolled special admission students providing they are determined to be able to benefit from advanced scholastic or vocational education, and they meet the criteria set forth in AP 5010.

For purposes of this section, concurrently enrolled special admission students are defined as minors and persons 18 years of age or older enrolled in grades K through 12 in an accredited public or private school, or an approved home school program who are eligible to attend pursuant to section 48800 et seq. A home school program that is affiliated with an accredited public or private K-12 school district, or for which an affidavit is on file with the California Department of Education will be considered an approved home school program.

Concurrently enrolled special admission students may be admitted as a special part-time or special full-time student in any session or term.

- ~~Any student whose age or class level is equal to grades K-12 is eligible to attend as a special part time student for advanced scholastic or vocational courses.~~

- ~~Any student whose age or class level is equal to grades K-12 is eligible to attend as a special full time student~~
- ~~Any student enrolled in K-12 may attend summer session.~~

The Chancellor shall establish procedures regarding ability to benefit and admission of high school and younger students.

#### Denial of Requests for Admission:

- If the Board denies a request for special full time or part time enrollment by a pupil who is identified as highly gifted, the board will record its findings and the reason for denying the request in writing within 60 days.
- The written recommendation and denial shall be issued at the next regularly scheduled board meeting that occurs at least 30 days after the pupil submits the request to the District.

The Chancellor shall establish procedures regarding evaluation of requests for special full time or part time enrollment by a pupil who is identified as highly gifted.

#### ~~Claims for State Apportionment for Concurrent Enrollment:~~

Claims for state apportionment submitted by the district based on enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

#### **Nonresidents:**

The district may admit any person who is determined to be a nonresident of California under conditions stipulated herein providing the admission criteria set forth in AP 5010 is met and upon payment of all required nonresident tuition and fees See BP 5020, AP 5020 regarding nonresident tuition and fees). Nonresidents are defined as:

- U.S. citizens who are legal residents of a state other than California
- Immigrant aliens (permanent residents) who are legal residents of a state other than California
- Non-immigrant aliens who are citizens and legal residents of their home country
- Non-U.S. citizens who do not have lawful immigration status
- Any person who does not have a legal right to establish residency in California or, if he/she has the legal right to establish residency in California, has not demonstrated the combination of physical presence and intent sufficiently to warrant a determination of California residency.

Residency shall be determined in compliance with section 68000 et seq. of the California Education Code. The Chancellor shall establish procedures regarding compliance with statutory and regulatory criteria for residency of community college students.

The attendance of nonresident students shall not be claimed for apportionment funding except as allowed by law under the California Education Code and Title 5 Administrative Code.

See Administrative Procedure 5010, Board Policy 5020 and Administrative Procedure 5020.

## **AP 5010      Admissions**

*Reference:*

*Education Code Section 76000*

### **1. Designated Authority and Responsibility for the Admissions Process**

Responsibility for the admission process in the colleges of the District is assigned to the appropriate administrator or designee in the Office of Admissions and Records. The appropriate administrator or designee makes initial admission determinations.

### **2. Admission Procedures for Students Over 18**

Specific and current admission procedures are published in the most recent versions of the college schedule of classes, catalog, and website.

All prospective students must complete and sign a valid admissions application to be admitted to the college. Applications may be submitted in written format or online. Each person applying for admission or enrollment to the colleges of the Ventura County Community College District is classified as a 'resident' or a 'non-resident' for purposes of admission and/or tuition. The admission application will be the basis for initial residency determination. (See BP 5015, AP 5015 – Residency Determination, and BP 5020, AP 5020 – Nonresident Tuition)

Admission to the colleges of the Ventura County Community College District is open to anyone California resident who possesses a high school diploma or equivalent (certificate of proficiency, GED), any adult 18 years of age or older who may benefit from instruction offered, and any ~~person~~ California resident who is an apprentice as defined in Section 3077 of the Labor Code.

Students' self-certification may serve as proof of high school attendance and graduation or its equivalent, except that home schooled students may be required to provide verification from an accredited high school district that the home school curriculum completed is deemed equivalent to graduation from an accredited high school.

Admission may be granted to other persons who are determined to be capable of benefitting from the instruction offered, including minors who are concurrently enrolled in grades K-12 and persons who are not California residents, including nonimmigrant aliens. Additional admission criteria apply as stated below.

### **3. Admission Procedures for Non-Resident Students That Include a Determination of Residence Status**

A U.S. citizen who is determined to be a resident of another state may be admitted under conditions stipulated by the governing board and on payment of non-resident tuition, capital outlay surcharge, enrollment fees, health fees, and other applicable fees.

U.S. citizens who are determined to be non-residents, but who submit verifiable documentation to certify that they meet the following criteria, will remain classified as a nonresident but may be exempted from payment of non-resident tuition pursuant to AB 540:

- High school attendance in California for three or more years, and;
- Graduation from a California high school or attainment of the equivalent thereof
- Verifiable documentation shall include the self-certifying affidavit required by the California Community Colleges' Chancellor's Office, and may include high school transcripts or other acceptable documents verifying attendance and graduation.

A non-citizen who holds or is applying for an F1 or M1 student visa may only be admitted under conditions stipulated by the governing board, and upon submission of a completed International Student Application packet and ~~on~~ payment of an application processing fee, non-resident tuition and foreign student surcharge, enrollment fees, health fees, and other applicable fees.

Non-citizens holding other non-immigrant visas may be admitted under conditions stipulated by the governing board, and upon presentation of their visa at the Admissions and Records Office for verification and determination of residency status. Non-immigrant students who are determined to be eligible to establish California residency under the terms of their visa will initially be classified as nonresidents and required to submit additional documentation in support of their request for residency reclassification. (See BP 5015 and AP 5015, Residency Determination).  
~~as non-residents or residents as determined by the conditions of the visa and the student's ability provide documentation in support of the establishment of California residence pursuant to California Education Code.~~

Non-citizens without lawful immigration status ~~may~~ shall be classified as a non-residents but exempted from payment of non-resident tuition ~~if he or she~~ provided they submit verifiable documentation to certify that they meets the following ~~requirements~~ criteria:

- High school attendance in California for three or more years, and;
- Graduation from a California high school or attainment of the equivalent thereof, and;
- ~~The filing of an affidavit that attests that the student has filed an application to legalize his/her immigration status or will do so as soon as he/she is eligible~~  
Verifiable documentation shall include the self-certifying affidavit required by the California Community Colleges' Chancellor's Office, and may include high school transcripts or other acceptable documents verifying attendance and graduation.

#### **~~4. Publication of Admissions Policies and Procedures~~**

~~Specific and current admission procedures are published in the most recent versions of the college schedule of classes, catalog, and website.~~

## **5. Minors as Special Admission Students**

In accordance with the California Education Code, minors may be permitted to take college courses under very specific circumstances. The intent of Special Admissions is to provide minors who can benefit from advanced scholastic and vocational education the opportunity to take college-level courses that are not available through their primary school or other alternatives.

Special Admission students are required to complete and submit an application for college admission, a Special Admission packet that includes the Recommendation for Special Admission (required every semester), Memorandum of Understanding, and a transcript (for high school students) or a letter from the primary school principal attesting to the student's ability to benefit from advance scholastic or vocational education (for K-8 students). Additional documentation, including the college instructor's written permission, may be required.

Students admitted as part-time special admission students may enroll in a maximum of six (6) units per semester or term, unless approved for additional units by the designated college administrator. Under no circumstances may a part-time special admission student enroll in more than eleven (11) units in a regular semester.

Parents and students applying for Special Full-time Admission status must contact the Registrar's Office. Petitions for Special Full-Time Admission will be considered only after the parent and student have exhausted all alternatives available through the secondary school district that the student would be attending. The decision to admit a minor as a special full-time admission student may be subject to the availability of classes. Special full-time admission students are required to complete at least 12 units in each primary term, and to maintain continuous enrollment until reaching the age of 18.

Under the Family Educational Rights and Privacy Act, once a student of any age is attending an institution of post-secondary education, all rights pertaining to the inspection, review and release of his/her educational records belong to the student without regard to the student's age. Therefore all students, regardless of age, must provide written consent for the release of their college transcripts and/or college records.





Book	VCCCD Administrative Procedure Manual
Section	Chapter 5 Student Services
Title	AP 5055 ENROLLMENT PRIORITIES
Number	AP 5055
Status	Active
Legal	<a href="#">California Education Code, Section 66025.8 et. seq.</a> <a href="#">Title 5 Section 58106</a>
Adopted	April 14, 2009
Last Reviewed	March 13, 2012

Pursuant to Title 5 Section 58106; Education Code Section 66025.8 et. seq. within the Ventura County Community College District, registration appointments are given in the following order:

1. EOPS students, DSPS students, CalWORKS students, military veterans, and former foster youth as defined by statute
2. Continuing students with 45-75 units\* (waivers for majors exceeding 75 units may be requested through the Counseling Department)
3. Continuing students with 30-44 units\*
4. Continuing students with 15-29 units\*
5. Continuing students with 1-14 units\*
6. Newly matriculated students and returning students with less than 76 units
7. New students who have not gone through matriculation
8. Open registration for all students (except "9." below), including students with 76+ units (unless granted a waiver under item 2 above)
9. Special admission high school students

\*Completed and in progress VCCCD units. Basic skills and non-degree applicable units shall not be counted.

**Continuing Student:** a student who has been enrolled in one or more of the two previous primary semesters.

**Returning Student:** a student who has been previously enrolled, but not enrolled for either of the previous two primary semesters.

**Primary Semesters:** fall and spring

Last Modified by Laurie Nusser on March 14, 2012

BILL NUMBER: SB 1456    INTRODUCED  
BILL TEXT

INTRODUCED BY    Senator Lowenthal  
(Coauthor: Senator Liu)

FEBRUARY 24, 2012

An act to amend Sections 76300, 78210, 78211, 78211.5, 78212, 78213, 78214, 78215, 78216, and 78218 of, and to repeal Section 78212.5 of, the Education Code, relating to community colleges.

LEGISLATIVE COUNSEL'S DIGEST

SB 1456, as introduced, Lowenthal. Community colleges: Seymour-Campbell Student Success Act of 2012.

(1) Existing law establishes the California Community Colleges, under the administration of the Board of Governors of the California Community Colleges, as one of the segments of public postsecondary education in this state.

Existing law requires community college district governing boards to charge students an enrollment fee of \$46 per unit per semester, effective with the summer term of the 2012 calendar year. Existing law also authorizes the board of governors to waive this fee under certain circumstances related to the income status of the student.

This bill would further require that a student qualifying for a fee waiver identify a degree, certificate, transfer, or career advancement goal and meet academic and progress standards determined by the board of governors.

(2) Existing law, known as the Seymour-Campbell Matriculation Act of 1986, defines "matriculation" as a process that brings a college and a student who enrolls for credit into an agreement for the purpose of realizing the student's educational objectives. The act specifies the matriculation services that community colleges are required to provide, including the processing of the application for admission, orientation and preorientation services, assessment and counseling upon enrollment, and postenrollment evaluation of a student's progress.

This bill would revise and recast the act, and rename it the Seymour-Campbell Student Success Act of 2012. The act would state its purpose as increasing California community college access and success by providing effective core matriculation services of orientation, assessment and placement, counseling and education planning, and academic interventions. The bill would specify the responsibilities of students and institutions in entering into the matriculation process.

The bill would require the board of governors to develop a formula for allocating funding for the Student Success and Support Program that would be implemented under the act. The bill would specify that, in the 2012-13 fiscal year and each fiscal year thereafter, the act would be operative only if funds are specifically appropriated for its purposes.

To the extent that the bill would impose new duties on community college districts, it would constitute a state-mandated local

program.

(3) The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that, if the Commission on State Mandates determines that the bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to these statutory provisions.

Vote: majority. Appropriation: no. Fiscal committee: yes.  
State-mandated local program: yes.

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. Section 76300 of the Education Code, as amended by Section 4 of Chapter 15 of the first Extraordinary Session of the Statutes of 2011, is amended to read:

76300. (a) The governing board of each community college district shall charge each student a fee pursuant to this section.

(b) (1) The fee prescribed by this section shall be forty-six dollars (\$46) per unit per semester, effective with the summer term of the 2012 calendar year.

(2) The board of governors shall proportionately adjust the amount of the fee for term lengths based upon a quarter system, and also shall proportionately adjust the amount of the fee for summer sessions, intersessions, and other short-term courses. In making these adjustments, the board of governors may round the per unit fee and the per term or per session fee to the nearest dollar.

(c) For the purposes of computing apportionments to community college districts pursuant to Section 84750.5, the board of governors shall subtract, from the total revenue owed to each district, 98 percent of the revenues received by districts from charging a fee pursuant to this section.

(d) The board of governors shall reduce apportionments by up to 10 percent to any district that does not collect the fees prescribed by this section.

(e) The fee requirement does not apply to any of the following:

(1) Students enrolled in the noncredit courses designated by Section 84757.

(2) California State University or University of California students enrolled in remedial classes provided by a community college district on a campus of the University of California or a campus of the California State University, for whom the district claims an attendance apportionment pursuant to an agreement between the district and the California State University or the University of California.

(3) Students enrolled in credit contract education courses pursuant to Section 78021, if the entire cost of the course, including administrative costs, is paid by the public or private agency, corporation, or association with which the district is contracting and if these students are not included in the calculation of the full-time equivalent students (FTES) of that district.

(f) The governing board of a community college district may exempt special part-time students admitted pursuant to Section 76001 from the fee requirement.

(g) (1) The fee requirements of this section shall be waived for

any student who ~~at~~ meets all of the following requirements:

(A) Identifies a degree, certificate, transfer, or career advancement goal.

(B) Meets academic and progress standards, including a maximum unit cap, as defined by the board of governors.

(C) Meets one of the following criteria:

(i) At the time of enrollment, is a recipient of benefits under the Temporary Assistance to Needy Families program, the Supplemental Security Income/State Supplementary Program, or a general assistance program ~~or has demonstrated~~.

(ii) Demonstrates eligibility according to income standards established by regulations of the board of governors.

(iii) Demonstrates financial need in accordance with the methodology set forth in federal law or regulation for determining the expected family contribution of students seeking financial aid.

~~(2) The governing board of a community college district also shall waive the fee requirements of this section for any student who demonstrates eligibility according to income standards established by regulations of the board of governors.~~

(2) The board of governors shall develop and adopt policies for the determination of the conditions specified in subparagraphs (A) and (B) of paragraph (1). These policies shall be phased in over a reasonable period of time as determined by the board of governors.

(3) ~~Paragraphs~~ Paragraph (1) ~~and (2)~~ may be applied to a student enrolled in the 2005-06 academic year if the student is exempted from nonresident tuition under paragraph (3) of subdivision (a) of Section 76140.

(h) The fee requirements of this section shall be waived for any student who, at the time of enrollment, is a dependent or surviving spouse who has not remarried, of any member of the California National Guard who, in the line of duty and while in the active service of the state, was killed, died of a disability resulting from an event that occurred while in the active service of the state, or is permanently disabled as a result of an event that occurred while in the active service of the state. "Active service of the state," for the purposes of this subdivision, refers to a member of the California National Guard activated pursuant to Section 146 of the Military and Veterans Code.

(i) The fee requirements of this section shall be waived for any student who is the surviving spouse or the child, natural or adopted, of a deceased person who met all of the requirements of Section 68120.

(j) The fee requirements of this section shall be waived for any student in an undergraduate program, including a student who has previously graduated from another undergraduate or graduate program, who is the dependent of any individual killed in the September 11, 2001, terrorist attacks on the World Trade Center and the Pentagon or the crash of United Airlines Flight 93 in southwestern Pennsylvania, if that dependent meets the financial need requirements set forth in Section 69432.7 for the Cal Grant A Program and either of the following applies:

(1) The dependent was a resident of California on September 11, 2001.

(2) The individual killed in the attacks was a resident of California on September 11, 2001.

(k) A determination of whether a person is a resident of California on September 11, 2001, for purposes of subdivision (j) shall be based on the criteria set forth in Chapter 1 (commencing with Section 68000) of Part 41 of Division 5 for determining nonresident and resident tuition.

(1) (1) "Dependent," for purposes of subdivision (j), is a person who, because of his or her relationship to an individual killed as a result of injuries sustained during the terrorist attacks of September 11, 2001, qualifies for compensation under the federal September 11th Victim Compensation Fund of 2001 (Title IV (commencing with Section 401) of Public Law 107-42).

(2) A dependent who is the surviving spouse of an individual killed in the terrorist attacks of September 11, 2001, is entitled to the waivers provided in this section until January 1, 2013.

(3) A dependent who is the surviving child, natural or adopted, of an individual killed in the terrorist attacks of September 11, 2001, is entitled to the waivers under subdivision (j) until that person attains 30 years of age.

(4) A dependent of an individual killed in the terrorist attacks of September 11, 2001, who is determined to be eligible by the California Victim Compensation and Government Claims Board, is also entitled to the waivers provided in this section until January 1, 2013.

(m) (1) It is the intent of the Legislature that sufficient funds be provided to support the provision of a fee waiver for every student who demonstrates eligibility pursuant to subdivisions (g) to (j), inclusive.

(2) From funds provided in the annual Budget Act, the board of governors shall allocate to community college districts, pursuant to this subdivision, an amount equal to 2 percent of the fees waived pursuant to subdivisions (g) to (j), inclusive. From funds provided in the annual Budget Act, the board of governors shall allocate to community college districts, pursuant to this subdivision, an amount equal to ninety-one cents (\$0.91) per credit unit waived pursuant to subdivisions (g) to (j), inclusive. It is the intent of the Legislature that funds provided pursuant to this subdivision be used to support the determination of financial need and delivery of student financial aid services, on the basis of the number of students for whom fees are waived. It also is the intent of the Legislature that the funds provided pursuant to this subdivision directly offset mandated costs claimed by community college districts pursuant to Commission on State Mandates consolidated Test Claims 99-TC-13 (Enrollment Fee Collection) and 00-TC-15 (Enrollment Fee Waivers). Funds allocated to a community college district for determination of financial need and delivery of student financial aid services shall supplement, and shall not supplant, the level of funds allocated for the administration of student financial aid programs during the 1992-93 fiscal year.

(n) The board of governors shall adopt regulations implementing this section.

(o) This section shall become operative on May 1, 2012, only if subdivision (b) of Section 3.94 of the Budget Act of 2011 is operative.

SEC. 2. Section 78210 of the Education Code is amended to read:

78210. This article shall be known and may be cited as the

Seymour-Campbell ~~Matriculation~~ Student  
Success Act of ~~1986~~ 2012 .

SEC. 3. Section 78211 of the Education Code is amended to read:

78211. It is the intent of the Legislature to do all of the following:

(a) Ensure equal education opportunity for all Californians.

(b) *Provide students with the resources and support to establish informed educational goals.*

~~—(b)—~~

(c) Ensure that students receive the educational services necessary to optimize their opportunities for success *in completing their educational goals and programs of study .*

~~—(c) Provide students with the information to establish realistic educational goals, and ensure that the matriculation process does not exclude students from receiving appropriate educational services at community colleges.~~

(d) *Recognize that student success is the responsibility of the institution and student, supported by well-coordinated and evidence-based student and instructional services to foster academic success.*

(e) *Target state resources on the provision of critical student services, such as counseling and student advising, and identify a broad array of service delivery mechanisms that can effectively reach a greater number of students.*

SEC. 4. Section 78211.5 of the Education Code is amended to read:

78211.5. (a) ~~The Board of Governors of the California Community Colleges shall initially provide for full implementation of the matriculation services specified in Section 78212 in as many community colleges as the funds appropriated for this purpose allow~~  
*purpose of the Student Success Act of 2012 is to increase California community college student access and success by providing effective core matriculation services including orientation, assessment and placement, counseling and education planning, and academic interventions. The focus of the Student Success Act of 2012 is on the entering students' transition into college in order to provide a foundation for student achievement and successful completion of students' educational goals, with a priority toward serving students who enroll to earn degrees, career technical certificates, or transfer. The Student Success Act of 2012 targets state resources on core matriculation services that research has shown to be critical in increasing the ability of students to reach their educational goals. By focusing funding in these core areas and leveraging the use of technology to more efficiently and effectively serve a greater number of students, the goal of the Student Success Act of 2012 is to provide students with a solid foundation and opportunity for success in the California Community Colleges .*

(b) ~~Because of the need to develop and evaluate data on a standard statewide basis concerning the implementation and effectiveness of the matriculation services described in this article, any~~ Any college or district receiving funding under this article shall agree to carry out its provisions as specified, but shall be bound to that agreement only for the period during which funding is received pursuant to this article. The obligations of the college or district under the agreement shall include, but not be limited to, the expenditure of

funds received pursuant to this article for only those ~~matriculation~~ services approved by the board of governors and the contribution toward the purposes of this article of matching funds as the board of governors may require pursuant to Section 78216.

SEC. 5. Section 78212 of the Education Code is amended to read:

78212. (a) (1) For purposes of this article, "matriculation" means a process that brings a college and a student ~~who enrolls for credit~~ into an agreement for the purpose of ~~realizing~~ *achieving* the student's educational ~~objectives~~ *goals* and *completing the student's program of study*. The agreement involves the responsibilities of both parties to attain those objectives through the college's established programs, policies, and requirements *including those established by the board of governors pursuant to Section 78215*.

~~The~~

(2) *The student's* responsibilities under the agreement include *,* but are not necessarily limited to, the ~~expression~~ *identification of at least a broad* an educational ~~intent~~ *goal* upon enrollment, the declaration of a specific ~~educational objective~~ *program of study* within a reasonable period after enrollment *as defined by the board of governors*, diligence in class attendance and completion of assigned coursework, and the completion of courses and maintenance of academic progress toward an educational goal *and program of study identified in the student's education plan* according to standards established by the college, the district, and the state.

~~(b) Matriculation services to be made available by the colleges~~

(3) *The institution's responsibility* under the agreement includes *the provision of student services to provide a strong foundation and support for their academic success and ability to achieve their educational goals. The program of services funded through the Student Success Act of 2012, which shall be known and may be cited as the Student Success and Support Program,* shall include, but are not necessarily limited to, all of the following:

~~(1) Processing of the application for admission.~~

~~(2)~~

(A) Orientation ~~and preorientation~~ services designed to provide to students, on a timely basis, information concerning campus procedures, academic expectations, financial assistance, and any other matters the college or district finds appropriate.

~~(3) Assessment and counseling upon enrollment, which shall include, but not be limited to, all of the following:~~

~~(A) Administration of assessment instruments~~

(B) *Assessment upon enrollment, which shall include, but not necessarily be limited to, the administration of assessments to determine student competency in computational and language skills and readiness*

for college .

(C) Counseling and education planning services, which shall include, but not necessarily be limited to, all of the following:

(i) Counseling and advising.

~~—(B)—~~

(ii) Assistance to students in the identification of aptitudes, interests , and educational objectives, including, but not necessarily limited to, associate of arts degrees, transfer for baccalaureate degrees, and ~~vocational~~ career technical certificates and licenses.

~~—(C) Evaluation of student study and learning skills.~~

(iii) The provision of information, guided by sound counseling principles and practices, using a broad array of delivery mechanisms, including technology-based strategies to serve a continuum of student needs and abilities, that will enable students to make informed choices.

(iv) Development of an education plan leading to a program of study and guidance on course selection.

(D) Referral to specialized support services as needed, including, but not necessarily limited to, federal, state, and local financial assistance; health services; ~~campus employment placement~~ career services; veteran support services; foster youth services; extended opportunity programs and services provided pursuant to Article 8 (commencing with Section 69640) of Chapter 2 of Part 42 of Division 5 ; campus child care services provided pursuant to Article 4 (commencing with Section 8225) of Chapter 2 of Part 6 of Division 1 of Title 1 ; programs that teach English as a second language; and disabled student services provided pursuant to Chapter 14 (commencing with Section 67300) of Part 40 of Division 5 .

~~—(E) Advisement concerning course selection.~~

~~—(4) Postenrollment evaluation~~

(E) Evaluation of each student's progress, and required advisement or counseling for students who are enrolled in ~~remedial~~ basic skills courses, who have not declared an educational ~~objective~~ goal as required, or who are on academic probation, as defined by standards adopted by the Board of Governors of the California Community Colleges and community college districts.

(b) Funding for the student Success and Support Program shall be targeted to fully implement orientation, assessment, and education planning services needed to assist a student in making an informed decision about his or her educational goal and program of study and in the development of an education plan.

SEC. 6. Section 78212.5 of the Education Code is repealed.

~~—78212.5. Each community college district may develop and maintain all of the following within each community college in the district:~~

~~—(a) Career resource and placement centers having the purposes of maintaining information on vocational, technological and educational opportunities, and facilitating career employment.~~

~~—(b) Programs to instruct appropriate staff and faculty members in the performance of matriculation services.~~



~~—(c) Orientation programs designed to explain to new students academic requirements and other regulations of the community college, and the available student support services.~~

~~—(d) A publicity program designed to inform the community served by the community college that the purposes of the mandatory matriculation process are intended to facilitate, rather than restrict, student access to community college instruction, and to enhance each student's awareness of his or her abilities, skills, and potential.~~

~~—(e) A publicity program designed to inform high schools in the community served by the community college, through orientation programs and other means, of student skill levels, and of available student support services.~~

SEC. 7. Section 78213 of the Education Code is amended to read:

78213. (a) No district or college may use any assessment instrument for the purposes of this article without the authorization of the board of governors. The board of governors may adopt a list of authorized assessment instruments pursuant to the policies and procedures developed pursuant to this section and the intent of this article. The board of governors may waive this requirement as to any assessment instrument pending evaluation.

(b) The board of governors shall review all assessment instruments to ensure that they meet all of the following requirements:

(1) Assessment instruments shall be sensitive to cultural and language differences between students.

(2) Assessment instruments shall be used as an advisory tool to assist students in the selection of an educational program.

(3) Assessment instruments shall not be used to exclude students from admission to community colleges.

(c) The board of governors shall establish an advisory committee to review and make recommendations concerning all assessment instruments used by districts and colleges pursuant to this article.

*(d) When the board of governors adopts a system of common assessment, community college districts and colleges may use supplemental assessments or other measures for placement pursuant to subdivision (a).*

SEC. 8. Section 78214 of the Education Code is amended to read:

78214. (a) All participating districts shall, with the assistance of the chancellor, establish and maintain institutional research to evaluate the effectiveness of the ~~matriculation~~

*Student Success and Support Program* ~~services~~ described by this article and of any other programs ~~and~~ or services designed to ~~remedy~~ *facilitate* students' ~~skills deficiencies~~ *completion of their educational goals and programs of study* .

(b) The ~~data base~~ *accountability metrics* for this research shall include, but not be limited to:

(1) Prior educational experience, including transcripts when appropriate, as determined by the chancellor.

(2) Educational ~~objectives~~ *goals and programs of study* .

(3) Criteria for exemption from *orientation*, assessment, or required counseling or advisement, if applicable.

(4) Need for financial assistance.

(5) ~~Ethnicity~~ *Disaggregated data by*

ethnicity , sex, and age.

(6) Academic performance , such as the completion of specified unit thresholds, success in basic skills courses, grade point average, course completion outcomes, transfer readiness, and degree and certificate completion .

(7) Any additional information that the chancellor finds appropriate.

(c) The evaluation provided for by this section shall include an assessment of the effectiveness of the programs and services in attaining at least the following objectives:

(1) Helping students to define their educational goals and declare a program of study .

(2) Assisting institutions in the assessment of students' educational needs and valid course placement .

(3) Helping support students' successful course completion and attainment of a degree, certificate, or transfer, through the provision of effective orientation services and academic interventions.

~~—(3)—~~

(4) Matching institutional resources with students' educational needs.

~~—(4) Providing students with specialized support services as referred to in subdivision (b) of Section 78212.~~

SEC. 9. Section 78215 of the Education Code is amended to read:

78215. The Board of Governors of the California Community Colleges shall establish ~~criteria for exempting~~ policies and processes for all of the following:

(a) Requiring all nonexempt students to complete orientation and assessment and to develop education plans.

(b) Exempting students from participation in orientation, assessment testing, or required ~~counseling or advisement~~ education planning services under this article.

(c) Requiring community college districts to adopt a student appeal process.

SEC. 10. Section 78216 of the Education Code is amended to read:

78216. (a) The Legislature recognizes that community college districts are currently funding various components of student matriculation through existing ~~counseling~~ orientation, education planning , assessment, and other student services, but that adequate student matriculation and implementation of the Student Success and Support Program strategies cannot be realized without supplemental funding support.

(b) The board of governors shall develop a formula for allocating the funding for the Student Success and Support Program ~~funding student matriculation~~ to implement the services identified in Section 78212 at community colleges. The formula shall include the requirement that the districts or colleges contribute matching funds in an amount to be established by the board of governors in each case, and shall reflect, but not be necessarily limited to, ~~all~~ of the following other considerations, as follows :

(1) The number of students to receive matriculation services at each college.

~~—(2) The levels of support for matriculation services provided at each college prior to July 1, 1985, and the need for funding assistance in the implementation of the program set forth in this article.~~

~~—(3) The relative needs for matriculation services, based on special student populations such as low-income students, students with language differences, students with physical and learning disabilities, and students in need of remedial instruction.~~

~~—(4)~~

(2) The requirement that funds for ~~matriculation~~ *the Student Success and Support Program* services be expended only for services approved by the board of governors.

~~—(5)~~

(3) The requirement that any district or college receiving funding pursuant to this section agree to implement this article ~~and implement the board of governors system of common assessment and accountability scorecard, pursuant to Section 84754.5, when established~~ during the period in which it receives that funding.

~~—(6) The need for computer hardware and software to provide approved matriculation services, and for institutional research personnel for ongoing evaluation.~~

(4) *Insofar as a community college district is able to fully implement in-person or technology strategies for orientation, assessment, and education planning services, the board of governors may identify other noninstructional support services that can be funded through this article.*

(c) The board of governors shall require participating colleges to develop a *Student Success and Support Program* plan ~~for student matriculation~~ that reflects all

of the following:

(1) A ~~method for providing~~ description of the *Student Success and Support Program* services ~~specified~~ identified in Section 78212 to be provided .

(2) The college budget for the ~~matriculation~~ *state-funded Student Success and Support Program* services pursuant to Sections 78212 and 78214.

(3) The development and training of staff and faculty to implement the ~~matriculation~~ *Student Success and Support Program* services.

(4) In multicampus districts, the coordination of the college ~~matriculation~~ *Student Success and Support Program* plan with other college plans *within the district*

(5) ~~Computerized information~~ *Technology* services and institutional research and evaluation necessary for implementation of this article.

(d) The board of governors may allocate up to 5 percent of the total funds appropriated for ~~student matriculation~~ *the Student Success and Support Program* for state administrative operations to carry out the intent of this article, subject to the review of the annual budget process.

SEC. 11. Section 78218 of the Education Code is amended to read:

78218. In the ~~1986-87~~ 2012-13

fiscal year and each fiscal year thereafter, this article shall be operative only if funds are specifically appropriated for the purposes of this article.

SEC. 12. If the Commission on State Mandates determines that this act contains costs mandated by the state, reimbursement to local agencies and school districts for those costs shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.

## District Council on Student Learning Self-Appraisal (April 2012)



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

		Response Percent	Response Count
Weekly		0.0%	0
Bi-weekly		0.0%	0
Monthly		100.0%	11
As needed		0.0%	0

Should it meet more frequently? Less frequently? If so, why?

6


answered question	11
skipped question	0

### 2. 2. Does the committee have a clearly documented purpose statement?


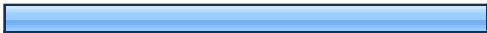

		Response Percent	Response Count
Yes		100.0%	11
No		0.0%	0

answered question	11
skipped question	0




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

		Response Percent	Response Count
Yes		100.0%	10
No		0.0%	0
If "no," please explain your response.			0
answered question			10
skipped question			1

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

		Response Percent	Response Count
Always		9.1%	1
Usually		72.7%	8
Sometimes		18.2%	2
Rarely		0.0%	0
Never		0.0%	0
Please explain your response.			6
answered question			11
skipped question			0

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




		Response Percent	Response Count
Always		72.7%	8
Usually		18.2%	2
Sometimes		0.0%	0
Rarely		9.1%	1
Never		0.0%	0

Please explain your response.

4

answered question	11
skipped question	0

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

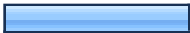



		Response Percent	Response Count
Accessible and easy to find		81.8%	9
Accessible but difficult to find		0.0%	0
Meeting notes are kept but not posted		9.1%	1
Meeting notes are not kept (that I am aware of)		9.1%	1

Please explain your response.

3

answered question	11
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		27.3%	3
Agree		54.5%	6
Neither agree nor disagree		9.1%	1
Disagree		9.1%	1
Strongly agree		0.0%	0

Please explain your response.

4

answered question	11
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	5



**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	
6	
answered question	6
skipped question	5

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

1	Meeting monthly is appropriate for the business of this committee.	Apr 13, 2012 9:08 AM
2	Meeting schedule is fine.	Apr 13, 2012 8:28 AM
3	Fine as is.	Apr 12, 2012 1:59 PM
4	No, meeting once a month is fine.	Apr 10, 2012 8:09 AM
5	Seems right	Apr 9, 2012 7:42 AM
6	Sometimes we miss meetings during the month because they are not scheduled	Apr 6, 2012 6:16 PM

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

1	Issues are addressed in a timely manner but occasionally require additional review by the campus or Academic Senates. It slows the process but ensures all stakeholders have opportunity for input.	Apr 13, 2012 9:08 AM
2	It's better now than in previous years.	Apr 12, 2012 9:42 PM
3	Issues are brought back to the committee and discussed within the committee. Everyone is allowed to provide input. If changes are needed, the issue is tabled for the following meeting to allow enough time to update the matter. After changes are made, a discussion is taken place to discuss the issue at hand and input is allowed by all committee members.	Apr 10, 2012 8:09 AM
4	We have had some issues with comments/actions from Chancellor's Cabinet not being brought back to the committee in a timely manner.	Apr 9, 2012 11:08 AM
5	Sometimes things seem to be lost in limbo for months or even years; or postponed month after month - delaying actually getting to them. But other times things get addressed very effectively. Just need to work on the first type of item.	Apr 9, 2012 7:42 AM
6	Sometimes I'm sure we get all the important information.	Apr 6, 2012 6:16 PM

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

1	This year's posting of agenda, notes, and supporting documents as one document is a great improvement over posting as individual attachments.	Apr 13, 2012 9:08 AM
2	We are always given the minutes and agenda several days before the meeting.	Apr 10, 2012 8:09 AM
3	Sometimes too late - but most of the time good.	Apr 9, 2012 7:42 AM
4	We get them by email in advance	Apr 6, 2012 6:16 PM

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

1	The minutes are accessible with ease through the district office website.	Apr 10, 2012 8:09 AM
2	I have never actually looked -as they are sent to us.	Apr 9, 2012 7:42 AM
3	I don't recall getting any minutes or told if they are on the portal and how to access them	Apr 6, 2012 6:16 PM

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

1	It's better now that Gaither is gone.	Apr 12, 2012 9:42 PM
2	Issues are brought up that directly impact each college and are resolved to ensure we are in compliance. All committee members are given an opportunity to provide input on any issue that is brought forward to the committee.	Apr 10, 2012 8:09 AM
3	We could strengthen certain issues.	Apr 9, 2012 11:08 AM
4	We don't get everything accomplished as planned	Apr 6, 2012 6:16 PM

**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	Many of last year's comments noted the need to close the loop and provide the committee with feedback and results of its recommendations. Adding Clare to the committee closed that loop and serves to enhance the committee's work.	Apr 13, 2012 9:08 AM
2	Organization of campus level sharepoint documents (to indicate district level context where appropriate) is needed.	Apr 12, 2012 1:59 PM
3	The committee is doing a great job. Issues are brought forward and discussed. The committee is given an opportunity to provide input on all recommendations. Recommendations are incorporated in the solution for a final discussion.	Apr 10, 2012 8:09 AM
4	There has to be a more structured loop of information from DCSL to Chancellor's Cabinet and back to DCSL in a timely manner. Also, need to make sure representation from all colleges is visible.	Apr 9, 2012 11:08 AM
5	Just was a difficult year with changes in leadership of the committee and with that leadership styles - I feel we are not just getting in our stride for the year - and the year is over.	Apr 9, 2012 7:42 AM
6	At the beginning of the year discuss what we want we want to accomplish	Apr 6, 2012 6:16 PM

**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	Meeting notes of 4/11/12 will reflect carryover items to September.	Apr 13, 2012 9:08 AM
2	There are rough edges in several policy documents that require continued attention, but the committee is moving through them at a steady pace and with real deliberation.	Apr 12, 2012 1:59 PM
3	As policies changes occur, we need to continue updating BP/AP to ensure they are current.	Apr 10, 2012 8:09 AM
4	We need to get through pending/old APs and BPs. Stay current with Student Success Task Force and how it will affect the district policies/procedures, etc.	Apr 9, 2012 11:08 AM
5	sometimes people don't bring to the committee what they are supposed to have collected	Apr 6, 2012 6:16 PM
6	Committee will have to spend more time on new changes coming from the state Chancellor's Office.	Apr 6, 2012 5:07 PM

# Community College League

## 9/13/11 Update

### AP 5013 Students in the Military

#### References:

Education Code Sections 68074, 68075, and 68075.5;  
Title 5 Sections 55023, 55024 54041, 54042, 54050, and 58620

**Note:** *This procedure is optional. The following procedures may also be placed in other Administrative Procedures as appropriate, e.g., residence determinations and grading and drop/add procedures.*

#### Residence Determinations for Military Personnel and Dependents

A student who is a member of the armed forces of the United States stationed in California on active duty, except a member of the armed forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification.

An undergraduate student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification.

A student who was a member of the armed forces of the United States stationed in California on active duty for more than one year immediately prior to being discharged from the armed forces is entitled to resident classification for the length of time he or she lives in California after being discharged up to the minimum time necessary to become a resident.

A parent who is a federal civil service employee and his/her natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.

A student claiming the residence classifications provided for in this procedure must provide a statement from the student's commanding officer or personnel officer providing evidence of the date of the assignment to California, and that the assignment to active duty in California is not for educational purposes. A student claiming the residence classifications provided for here for the dependent of military personnel shall provide a statement from the military person's commanding officer or personnel officer that the military person's duty station is in California on active duty as of the residence determination date, or has been transferred outside of California on active duty after the residence determination date, or that the military person has retired from active duty after the residence determination date. (Title 5 Sections 54041 and 54042)

#### Withdrawal Policies for Members of the Military

A student who is a member of an active or reserve United States military service and who receives orders compelling a withdrawal from courses shall be permitted to withdraw upon verification of such orders. A withdrawal symbol may be assigned which may be a "W" or a "MW." Military withdrawal shall not be counted in progress probation, or dismissal calculations, or in calculating the permitted number of withdrawals. In no case may a military withdrawal result in a student being assigned an "FW" grade.

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Districts may reference or include local Administrative Procedures regarding how such a student would withdraw.

| Revised 8/06, 8/07, 7/11

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Book	VCCCD Board Policy Manual
Section	Chapter 5 Student Services
Title	BP 5015 RESIDENCE DETERMINATION
Number	BP 5015
Status	Active
Legal	Education Code Sections 68040; 76140; Title 5, Sections 54000, et seq.
Adopted	April 18, 2006

Students shall be classified at the time of each application for admission or registration as a resident or nonresident student.

A resident is any person who has been a bona fide resident of California for at least one year on the residence determination date. The residence determination date shall be the day immediately preceding the first day of a semester or summer session for which the student applies to attend.

Residence classification shall be made for each student at the time applications for admission are accepted or registration occurs and whenever a student has not been in attendance for more than one semester. A student previously classified as a nonresident may be reclassified as of any residence determination date.

The Chancellor shall enact procedures to assure that residence determinations are made in accordance with Education Code and Title 5 regulations.

See Administrative Procedure 5015.



Book	VCCCD Board Policy Manual
Section	Chapter 5 Student Services
Title	BP 5020 NONRESIDENT TUITION
Number	BP 5020
Status	Active
Legal	Education Code Sections 68050, 68051, 68052, 68130, 76141
Adopted	April 18, 2006

Nonresident students shall be charged nonresident tuition for all units enrolled.

No later than February 1 of each year, the Chancellor shall bring to the Board for approval an action to establish nonresident tuition for the following fiscal year. The fee shall be calculated in accordance with guidelines contained in applicable state regulations and/or the California Community College Attendance Accounting Manual.

The Chancellor shall establish procedures regarding collection, waiver, and refunds of nonresident tuition.

The Chancellor is authorized to implement a fee to be charged only to persons who are both citizens and residents of foreign countries. The Board finds and declares that this fee does not exceed the amount expended by the district for capital outlay in the preceding year divided by the total FTES in the preceding fiscal year.

**Students' self-certification may serve as proof of high school attendance and graduation (or its equivalent).** Students' self-certification may serve as proof of high school attendance and graduation (or its equivalent). No later than February 1 of each year, the Chancellor shall bring to the Board for approval an action to establish international student tuition for the following fiscal year. The fee shall be calculated in accordance with guidelines contained in applicable state regulations and/or the California Community College Attendance Accounting Manual.

Students who would otherwise be charged this fee shall be exempt if they demonstrate that they are a victim of persecution or discrimination in the county of which they are a citizen and resident, or if they demonstrate economic hardship.

Students shall be deemed victims of persecution or discrimination if they present evidence that they are citizens and residents of a foreign country and that they have been admitted to the United States under federal regulations permitting such persons to remain in the United States. Students shall be deemed to have demonstrated economic hardship if they present evidence that they are citizens and residents of a foreign country and that they are receiving Aid to Families with Dependent Children, Supplemental Income/State Supplementary benefits, or general assistance.

See Administrative Procedures 5020.





Book	VCCCD Administrative Procedure Manual
Section	Chapter 5 Student Services
Title	AP 5020 NONRESIDENT TUITION
Number	AP 5020
Status	Active
Legal	Education Code Sections 76140 et seq.
Adopted	April 14, 2009
Last Reviewed	March 12, 2009

#### 1. Nonresident Tuition

The nonresident fee will be set no later than February 1 of each year. The calculation will reflect the expense of education in the preceding fiscal year according to the Budget and Accounting Manual.

Students who are not residents of California for one year prior to the first day of the term will be charged nonresident tuition at the Board-approved rate per semester unit. Nonresident students must pay nonresident tuition in addition to the California Community College enrollment fees. A student who believes that he/she should be reclassified as a resident student has the responsibility to request a change of classification in the Admissions Office prior to registration and in accordance with AP 5015.

#### 2. Military Resident Exemption: Non-resident U.S.

Military personnel on active duty in California (except those assigned for educational purposes to state-supported institutions of higher education) are granted a waiver of nonresident tuition until they are discharged from their military services. Their dependents are granted a waiver for a period of one year from the date they enter California. Upon expiration of the waiver, evidence must be provided as to the date the student surrendered his/her out-of-state residence to become a resident of California. The student will be classified as a nonresident and charged nonresident tuition until one year has elapsed since the out-of-state residence was surrendered.

#### 3. High School Graduate Exemption (AB540)

Students without lawful immigration status who attended high school in California for three or more years and graduated from a California high school or attained the equivalent are exempt from nonresident tuition. Students without lawful immigration status must file an affidavit stating that the student has filed an application to legalize their immigration status, or will do so as soon as possible. Nonimmigrant alien students are not eligible for exemption.

#### 4. September 11, 2001 Exemption

If an individual who was killed in the terrorist attacks on the World Trade Center in New York City, the Pentagon in Washington, D.C., or the crash of United Airlines Flight 93 was a resident of California on September 11, 2001, or if their dependent was a resident on that date and if they meet the financial need requirement for the Cal Grant A Program, the dependents of this individual may be exempt from nonresident tuition. If the dependent is a spouse, the exemption applies until January 1, 2013. If the dependent is a child, the exemption applies until the person reaches the age of 30.

#### 5. Payment

Fees must be paid in full at the time of registration.

#### 6. Refunds

The same refund guidelines apply as those for other registration fees.