

Ventura County Community College District

District Council on Student Learning (DCSL) Committee Notes

October 13, 2011 – DAC Lakin Board Room

3:00 p.m. – 4:30 p.m.

Final Notes Approved at November 10, 2011 DCSL Meeting

Present: Chancellor's Designee: Gaither Loewenstein
Co-Chair: Ms. Dwyer (MC)
Gloria Arevalo (VC), Lori Bennett (MC), Susan Bricker (VC), Robert Cabral (OC), Susan Cabral (OC), Daniel Chavez (ASVC), Kathy Colborn (MC), Shannon Davis (OC), Riley Dwyer (MC), Erika Endrijonas (OC), Patricia Ewins (MC), Clare Geisen (DAC), Angelica Gonzales (VC), Pam Kennedy-Luna (MC), Linda Loiselle (MC), Victoria Lugo (VC), Maureen Rauchfuss, (MC), Mary Rees (MC), Ramiro Sanchez (VC), Peter Sezzi (VC), Steven Turner (VC)

Absent: Karen Engelsen (OC)

Recorder: Laurie Nelson-Nusser

Notes:

| Agenda Item | Summary of Discussion | Action (If Required) | Completion Timeline | Assigned to: |
|--|---|-----------------------------|----------------------------|---------------------|
| Welcome and Approval of September 8, 2011 Meeting Notes | <p>Dr. Loewenstein welcomed everyone to DCSL and stated this committee will start on time for all meetings. The September 8, 2011 meeting notes were reviewed and all were in agreement to approve the notes as submitted.</p> <p>Mr. Cabral asked if the committee is moving to meeting notes vs. minutes. All were in favor to make a good faith effort to operate on consensus.</p> <p>It was agreed to move AP 4021 to the second item on the agenda.</p> | | | |
| Suggested Norms for Group Interactions | <p>Dr. Loewenstein reviewed the Suggested Norms for Group Interactions in order to comply with the Participatory Governance Handbook. All were in</p> | | | |

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| | agreement to conduct themselves professionally. | | | |
| Program Discontinuance AP 4021 | <p>Dr. Loewenstein reviewed the history of AP 4021 revisions and the input from various sources. The new draft distributed by Dr. Loewenstein indicated color coded revisions incorporated into the document which were made by each college and recommended the committee review the document section by section. Several committee members stated the color coding was confusing as the colors were not indicative of the college colors.</p> <p><u>Section I - Annual Program Review and Analysis</u></p> <p>Mr. Sezzi recommended the program metrics list be less proscriptive and written without this list. Dr. Loewenstein stated the colleges can develop criteria at the college level. Mr. Turner stated quantitative criteria can be different across all of the colleges, but must be qualitative as well. Mr. Sezzi stated his concern is future interpretation.</p> <p>Regarding the courses of action in Section I:</p> <ol style="list-style-type: none"> 1. No action needed 2. Strengthen the program 3. Reduce the program 4. Review for discontinuance <p>Dr. Loewenstein stated it is advisable to have a financial trigger and should be based on projected reserves. Dr. Loewenstein asked for comments and discussion ensued regarding the minimum percentage and whether the trigger level should include reserves. Programmatic issues due to budgetary restrictions were further discussed. Dr. Loewenstein stated that from a</p> | | | |

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| | <p>staffing perspective this district runs pretty lean on management/administrative positions compared to other districts. (Riverside Community College was used as an example.)</p> <p><u>Section II – Recommendation Group Review and Analysis</u> Dr. Loewenstein reviewed the Section II, Option A vs. B was discussed, and the recommendation process was clarified.</p> <p><u>Section III – Executive Vice President Review, Analysis, and Recommendation</u> Ms. Dwyer requested revisions regarding the college's planning and budget constituency and committee as defined by each campus. Planning and Budget are two different committees at Moorpark College. Dr. Loewenstein requested specific wording for incorporation into the section and an agreement was reached for language, which is sufficiently broad enough for all colleges.</p> <p><u>Section IV – Academic Senate Review and Recommendation</u> A timeline was requested by Mr. Sezzi. The Academic Senates usually have two readings. He also stated calendar weeks should not be referred to, but meetings instead, because meetings are frequently rescheduled. It was agreed to incorporate meeting timelines into the document to reflect two regularly scheduled meetings.</p> <p>Item 2 under this section was questioned by Ms. Dwyer regarding the “alternative course of action” phrase. Dr. Loewenstein clarified the phrase and there was</p> | | | |

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| | <p>discussion regarding how the statement might limit the Academic Senates. Specific language was drafted and all were in agreement with the revision.</p> <p><u>Section V – College President Review and Recommendations</u> There was discussion regarding the order of approvals. The review process should be the same in all areas and communication phrases should be further defined. New verbiage was agreed upon by all.</p> <p><u>Section VI – Board of Trustees Review and Action</u> Dr. Loewenstein reviewed the section and asked for comments. All were in agreement with the language as submitted.</p> <p><u>Section VII – Implementation of Board Actions</u> On item 3 under this section, a revision was made to include staff as well as faculty.</p> <p><u>Request for An Item Addition</u> Mr. Sezzi requested the addition of another item (as item number 5) regarding removal of items from the college catalog. Dr. Loewenstein reviewed the administrative perspective on this issue and recommended showing the programs as grayed out in the catalog instead of removing them altogether. Mr. Sezzi agreed to disagree and stated we shouldn't be affecting program discontinuance by any mechanism other than this administrative procedure and programs will become "death by attrition." Language was drafted to add item 5 into the AP 4021 under this section.</p> <p><u>Final Review of AP 4021</u></p> | | | |

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| | <p>Dr. Loewenstein will incorporate the changes agreed upon today as a third revision and send the document back out to the Committee for their constituency review. Dr. Loewenstein stated this document will be brought back to the November meeting for action. Once the draft of AP 4021 is adopted, finalized, and forwarded to the Chancellor, it will be a vetted Administrative Procedure.</p> <p>Dr. Loewenstein reviewed the advantages of having an administrative procedure regarding program discontinuance and stated this will go to the Board in December, but the colleges can start working with this procedure after the final draft is approved in November by DCSL. Mr. Cabral stated Oxnard College Academic Senate's schedule would only allow two days prior to the next DCSL Meeting for review of the document.</p> | Send out revised AP 4021 | November DCSL Meeting | Dr. Loewenstein |
| OLD BUSINESS | | | | |
| <ul style="list-style-type: none"> • Priority Registration Data (Ramiro) • Early Registration (AP 5055) • AB 194 (Pat Ewins) – this was a new item for October (no previous notes) • Priority Registration Ideas (Pat Ewins) – this was a new item for October (no previous notes) | All items were tabled to the November meeting due to discussion and revisions of AP 4021. | | | |

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| Reducing Registration Limits (Pat Ewins) | This item was tabled to the November DCSL meeting due to discussion and revisions of AP 4021. | | | |
| NEXT MEETING | Thursday, November 10, 2011 – 3:00 p.m. | | | |