District Chancellor's Consultation Council Self-Appraisal (April 2012)

SurveyMonkey

1. 1. How often did the committee meet?

		Response Percent	Response Count
Weekly		0.0%	0
Bi-weekly		29.4%	5
Monthly		**52.9%**	9
As needed		17.6%	3
	Should it meet more frequently? Less frequently? If so, why?		10
		answered question	17
		skipped question	0

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

		Response Percent	Response Count
Yes		87.5%	14
No		12.5%	2
		answered question	16
		skipped question	1

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

		Response Percent	Response Count
Yes		76.5%	13
No		23.5%	4
	If "no," please explain your response.		5
		answered question	17
		skipped question	0

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

		Response Percent	Response Count
Always		17.6%	3
Usually		47.1%	8
Sometimes		35.3%	6
Rarely		0.0%	0
Never		0.0%	0
	Please explain your response.		8
		answered question	17
		skipped question	0

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

		Response Percent	Response Count
Always		11.8%	2
Usually		**52.9%**	9
Sometimes		29.4%	5
Rarely		5.9%	1
Never		0.0%	0
	Please explain your response.		8
	answered question		17
	skipped question		0

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

		Response Percent	Response Count
Accessible and easy to find		**60.0%**	9
Accessible but difficult to find		13.3%	2
Meeting notes are kept but not posted		20.0%	3
Meeting notes are not kept (that I am aware of)		6.7%	1
	Please explain your response.		9
	answered question		15
	skipped question		2

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		11.8%	2
Agree		**52.9%**	**9**
Neither agree nor disagree		29.4%	5
Disagree		5.9%	1
Strongly agree		0.0%	0
	Please explain your response.		7
		answered question	**17**
		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
	10
answered question	**10**
skipped question	**7**

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
	8
answered question	8
skipped question	9

Q1. 1. How often did the committee meet?

1	Monthly and recently started meeting every two weeks but the schedule was a little confusing over spring break.	Apr 13, 2012 7:58 PM
2	If there was more focus on the work at the meeting a monthly meeting would be enough. Start the meetings on time instead of waiting for those that are late.	Apr 13, 2012 2:29 PM
3	In addition to the monthly meeting, it would be helpful to have one or two full-day meetings devoted to drafting the objectives associated with the Board goals.	Apr 12, 2012 3:40 PM
4	It has been meeting monthly and maybe should meet more frequently in order to meet accreditation issues.	Apr 12, 2012 12:20 PM
5	As needed.	Apr 12, 2012 11:49 AM
6	Sometimes it meets weekly when there is a lot of work to do.	Apr 10, 2012 11:15 AM
7	I think Bi-weekly is perfect	Apr 9, 2012 10:03 AM
8	We started with once a month and then moved to 2x's a month which has been really difficult. Especially for those of us coming from Moorpark - the distance to drive is a BURDEN. Again reinforcing that a District office really should be more centralized. But that aside - I think 1 time a month is ideal.	Apr 9, 2012 7:38 AM
9	Monthly meeting are appropriate. We did add meetings to work on accreditation recommendations which was appropriate.	Apr 6, 2012 7:57 PM
10	I think that this committee should meet more often because that way the meetings would be shorter but things would still get done. Having the meetings weekly would allow people to really focus on the short meetings instead of the meetings being 4 hours long. If they were kept to about 1 to 2 hours I think that would be perfect.	Apr 6, 2012 5:00 PM

Q3. 3. Is the committee environment conducive to open discussion of relevant issues?

1	I don't know if a person can share completely because of negative comments made by higher-level administrators/presidents. People should feel like they can share without retaliation but I doubt this can happen esjpecially when people are obviously communicating with each other via their ipad phones or at breaks during the meeting.	Apr 13, 2012 7:58 PM
2	Some of the managers are rude and disrespectful by interrupting others and making sarcastic comments. Sometimes there are so many conversations going on you cannot hear someone talking.	Apr 13, 2012 2:29 PM
3	Now that the Council has begun to expand its function, members are beginning to participate more openly in discussion.	Apr 12, 2012 3:40 PM
4	Side conversation between Sue Johnson and Robin Calote are rude. Others are not punctual, and others appear to be unprepared. Dr. Meznek should control the meeting better. People are frequently texting (each other?) and this behavior is unprofessional. Students should be better represented.	Apr 12, 2012 12:20 PM
5	I think there is open discussion that occurs, however, I believe some comittee members do not feel comfortable sharing their opinions.	Apr 6, 2012 7:57 PM

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

1	I am not sure how to put things on this agenda. Is that even possible and how does this happen. The agenda is just emailed without everyone's opinion. So I can't say that all issues are addressed effectively.	Apr 13, 2012 7:58 PM
2	Depends on the issue -- sometimes it appears delay is intentional or there is a lack of response.	Apr 13, 2012 2:29 PM
3	Thus far, there has been discussion about using the Council for district planning purposes, however Council has not been directly involved in planning activities.	Apr 12, 2012 3:40 PM
4	Generally speaking "issues" appear to be DEBATED at other venues , In the main I would suggest that this meeting takes the form more of an informational meeting where "issues" might be raised and where the method and means for their resolution is determined	Apr 12, 2012 2:20 PM
5	Except for the Board agenda, few issues have been agendized. It seems as though the new format of the meeting could help the District address problems. Teacher issues seem to go unresolved or not addressed because there is no dean or vp at the meeting.	Apr 12, 2012 12:20 PM
6	Sometimes there is just too much to do, and too few hours.	Apr 10, 2012 11:15 AM
7	Sometimes materials from previous meetings have not been updated.	Apr 9, 2012 2:19 PM
8	Seems everyone is working on making this even better which is appreciated.	Apr 9, 2012 7:38 AM

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

1	Getting better but I am not sure why the agenda is not posted when its supposed to be posted. No one really ever explains why which makes me wonder that there is something I am missing.	Apr 13, 2012 7:58 PM
2	Easy access but the agenda and documents are not posted until shortly before the meetings -- what's the reason for the delay.	Apr 13, 2012 2:29 PM
3	There are times when the agenda and supporting documents are posted the night before the meeting. This makes it difficult for some members of the group to print the documents or to access and read them online and evaluate them prior to the meeting.	Apr 12, 2012 3:40 PM
4	It seems like the basic agenda is timely but agendas involving board items (cuts, personnel changes) are often distributed at the last minute. Why? Seems to happen too often.....	Apr 12, 2012 12:20 PM
5	The agendas are not usually ready until late in the day prior to the meeting.	Apr 9, 2012 2:19 PM
6	Getting agendas or things we need to print out the evening before after 5pm when some of us are done at 5:30 pm is just not soon enough. Hopefully that will continue to get better also.	Apr 9, 2012 7:38 AM
7	We set a goal for having the agenda posted 48 hours in advance of the meeting. This is seldom met and it makes difficult for committee members to prepare for the meeting. We need to state a time when the agenda will be availalble and meet the deadline.	Apr 6, 2012 7:57 PM
8	Handouts are not distributed sufficiently in advance, which would help significantly	Apr 6, 2012 4:54 PM

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

1	Not consistently yet but getting better.	Apr 13, 2012 7:58 PM
2	We are now seeing meeting notes at the meetings which is an improvement.	Apr 13, 2012 2:29 PM
3	As far as I know, the meeting notes are not available until the agenda is printed for the following meeting.	Apr 12, 2012 3:40 PM
4	Notes and agendas have started to be posted on the DCCC webpage and this is helpful. Hopefully this will continue.....	Apr 12, 2012 12:20 PM
5	Usually reviewed at the next meeting, so it is fine.	Apr 10, 2012 11:15 AM
6	But you must be comfortable using BoardDocs.	Apr 9, 2012 2:19 PM
7	Haven't paid attention to notes.	Apr 9, 2012 8:05 AM
8	They have been made available after we were placed on probation. If the notes continue to be distributed as they have been over the past 2 months, next year my response would be "Accessible and easy to find"	Apr 6, 2012 7:57 PM
9	only very recently are notes prepared	Apr 6, 2012 4:54 PM

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

1	I somewhat agree with the statement but how can the business get accomplished if I am not sure that all the business is on the agenda and that the chancellor, vice chancellors and presidents have shared all of the information they should or is the information on a need-to-know basis.	Apr 13, 2012 7:58 PM
2	There are some matters that the Council did effectively and other matters that could have been addressed in the Council that did not emerge until very late in the year, when we were pressed for time. If we had anticipated the work that needed to be done and paced ourselves accordingly, we would not have had to rush our work at the end.	Apr 12, 2012 3:40 PM
3	When focused, the committee seems to be able to do good work. But, cliques sometimes seem to prevent 100% effectiveness. Why aren't classified represented in the Chancellor new DCAP group? Why are you waiting for December to appoint people that could help NOW?	Apr 12, 2012 12:20 PM
4	Once the committee figures out what the business should be, it works out fine.	Apr 10, 2012 11:15 AM
5	I believe everyone gets their say and a compromise general reached.	Apr 9, 2012 2:19 PM
6	From what I've seen this year - I think a lot has been accomplished, and that is appreciated. There is nothing worse than being at a meeting, and achieving nothing.	Apr 9, 2012 7:38 AM
7	I responded with agree because we are moving forward with looking at the District Shared Governance Manual and establishing the Governance Process Chart but it took over a here and our three schools to be put on Probation for us to get here. I think we need to continue to have a sense of urgency and really listen to what the representatives of the respective constituents have to say in order to move forward as well as to have the business of the committee to be accomplished effectively. I also think there needs to be more of a push to get all student representatives from each college to attend the meetings.	Apr 6, 2012 5:00 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	I am not sure how members of this group go back to their areas and share this communication. It would be helpful if the chancellor could address that. And what happens if I hear something in the group or from the chancellor that is in direct opposition of what I hear in my work area, dean, director, vice president, vice chancellor, or president????? How can I help with open communication if I receive mixed messages????	Apr 13, 2012 7:58 PM
2	None	Apr 12, 2012 1:23 PM
3	It doesn't seem like all the managers/administrators are on the same page. Some people talk after the meeting and its seems like they have "after meeting problem-solving" that should be brought up during the meeting because otherwise it undermines the work of the group and makes me think - why am I there if they don't bring up everything at the meeting. More communication from the Chancellor PLEASE. I don't think its good to hear things from others or maybe unreliable sources.	Apr 12, 2012 12:20 PM
4	We are in transition. After we complete the process, we will come out much clearer in our purpose.	Apr 12, 2012 11:49 AM
5	We have a noticeable gap in a Vice Chancellor of Educational Services who can staff the various instruction and student services councils.	Apr 10, 2012 11:15 AM
6	I can't think of any at this time.	Apr 9, 2012 2:19 PM
7	As much as possible - send out agendas and attachments by noon the day before the meeting. Finalize the composition and charge of the group.	Apr 9, 2012 7:38 AM
8	Agendas distributed in a timely manner. Setting goals and objectives of the committee at the beginning of the year.	Apr 6, 2012 7:57 PM
9	I think for the communication issues having all three student bodies represented and present at the meetings would help tremendously with the communication issues necessary for this committee to function more effectively. I also think that in terms of planning efforts if the agenda and documents are release at least 72 hours in advance to the members of the committee then the discussions that would need to take place would happen because the members would have had enough time to read the materials, ask their constituents what they thought, and then brought those recommendations, ideas, etc. to the committee.	Apr 6, 2012 5:00 PM
10	only very recently starting to address these issues.	Apr 6, 2012 4:54 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	round the table information sharing is very helpful in understanding what is really happening around the district but we could do without the unnecessary and negative comments or comments with double meaning that only select people understand. There should be some format to follow when people present their reports so that if there is information shared that needs to be addressed then it can be addressed and then maybe put on future agendas.	Apr 13, 2012 7:58 PM
2	Finalize the functional map. Develop objectives to advance the Board goals.	Apr 12, 2012 3:40 PM
3	Future meetings should be improving with our new direction	Apr 12, 2012 1:23 PM
4	Expand to include more students and classified people. Members should provide real reports on work they are doing and not funny trivia or personal stories. It is interesting to hear from all the members when they share what they are doing in their offices or on the campuses. Itsn't that one of our purposes is to represent our groups for the good of the whole district?	Apr 12, 2012 12:20 PM
5	Once we finalize our purpose, we should discuss operational standards to assure efficient use of our time. If possible, we need to develop a work plan for the year.	Apr 12, 2012 11:49 AM
6	Accreditation work on recommendations. Proposal of District/trustee planning cycle and apparatus to do the work.	Apr 10, 2012 11:15 AM
7	I believe little less sarcasm would go a long way.	Apr 9, 2012 2:19 PM
8	In our meetings we have figured out what exactly this committee will doing in the future. It was not clear at the beginning of the year. We ware making huge strides and getting allot of work accomplished.	Apr 9, 2012 10:03 AM

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Ventura County Community College District
Consultation Council Notes
May 10, 2012
2:30 p.m.

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Present: Robin Calote, Pam Eddinger, Richard Duran, Steve Hall, Riley Dwyer, Peter Sezzi, Clare Geisen, Patricia Parham, Chris Lara-Cruz, Conni Owens, Maureen Rauchfuss, Peder Nielsen

Chair: James Meznek, Chancellor
Recorder: Patti Blair
Absent: Sue Johnson, Karen Bulger, Laura Brower, Dan Casey, Handel Evans, Robert Cabral

Agenda Item	Summary of Discussion	Action (If Required or Information Provided)	Completion Timeline	Assigned to:
Opening of Meeting	Dr. Meznek welcomed everyone to the meeting.	N/A	N/A	James Meznek
Review of Consultation Council Notes	Consultation Council notes from April 6 and April 27 were reviewed and approved, with minor corrections.	N/A	N/A	
Participatory Governance: Review VCCCD Governance Chart and Narrative	Consultation Council reviewed the VCCCD Governance Chart. After discussion, there was agreement to change the subtitle from Deliberation and Recommendation to Advisory and Recommendation; insert "Institutional" in front of Research Advisory Committee (IRAC); add "Administrators or" in key in front of Administrative Decision Making Bodies.	N/A	N/A	James Meznek
	Dr. Duran commented on frequent meeting date conflicts between District and college participatory governance committees.	Ms. Geisen indicated the Board will review its meeting and committee schedule during the Strategic Planning meeting.	6/26/12	
	Dr. Eddinger reported from the Moorpark College forums the suggestion for a Vice	Dr. Meznek indicated the Board is aware of the need for more community		

Agenda Item	Summary of Discussion	Action (If Required or Information Provided)	Completion Timeline	Assigned to:
	Chancellor of Instruction and including community in the planning process.	involvement. This will continue through the Citizens Advisory Body.		
Consultation Council Governance Committee Survey Results	Dr. Meznek discussed the results of the Consultation Council Governance Committee Survey results. Standing item on agenda: future agenda items. DCAP work. DCAP membership will be expanded, as necessary. DCAP will provide full summaries to report to Consultation Council. Discussion included the possibility of using technology to eliminate the need for traveling to the District office.			
Board of Trustees Evaluation	Dr. Meznek distributed a copy of the Board Evaluation and indicated the survey will be distributed by email to members of Consultation Council today.	The completed survey will be incorporated into the Board Strategic Planning meeting June 26, 2012.	Survey is due 5/25/12.	Consultation Council members.
Future Meetings	**Future Meetings** * June 7 8 Agenda Review * June 14 15 Agenda Review * June 21 22 Governance Review * June 28 29 Agenda Review * July 12 13 Governance Review * August 2 3 Agenda Review August 31 Agenda Review September 28 Agenda Review November 2 Agenda Review November 30 Agenda Review * Dates changed to accommodate 4/40 summer schedule.			

Ventura County Community College District
Consultation Council Notes
June 7, 2012
2:30 p.m.

Present: Pam Eddinger, Richard Duran, Steve Hall, Riley Dwyer, Peter Sezzi, Clare Geisen, Patricia Parham, Peder Nielsen, Sue Johnson, Karen Bulger, Laura Brower, Handel Evans, Robert Cabral, Ramiro Sanchez

Chair: James Meznek, Chancellor

Recorder: Patti Blair

Absent: Robin Calote, Maureen Rauchfuss, Karla Banks

Agenda Item	Summary of Discussion	Action (If Required or Information Provided)	Completion Timeline	Assigned to:
Opening of Meeting	Dr. Meznek welcomed everyone to the meeting.	N/A	N/A	James Meznek
Review of Consultation Council Notes	Consultation Council notes from May 10, 2012 were reviewed and approved.	N/A	N/A	
June 19, 2012 Board of Trustees Meeting Agenda Review	The Board of Trustees meeting will be held in the Thomas G. Lakin Board Room; the meeting will begin at 5:15 p.m., with a closed session scheduled and open meeting at 6:30 p.m. Ms. Dwyer requested adding a line in the review table to indicate academic senate review. Ms. Geisen indicated the review line will be added to the final agenda. Following discussion, Item 16.11, BP 5010 was pulled for further review.	N/A	N/A	James Meznek
Participatory Governance Manual	Consultation Council reviewed the VCCCD Governance Chart, as part of the June 19, 2012 Board of Trustees meeting agenda. There was no constituent objection.	N/A	N/A	James Meznek

Agenda Item	Summary of Discussion	Action (If Required or Information Provided)	Completion Timeline	Assigned to:
Consultation Council Governance Committee Survey Results	Dr. Meznek discussed the results of the Consultation Council Governance Committee Survey results. Standing item on agenda: future agenda items. DCAP work. DCAP membership will be expanded, as necessary. DCAP will provide full summaries to report to Consultation Council. Discussion included the possibility of using technology to eliminate the need for traveling to the District office.			
Oxnard College	Dr. Duran commented on the new library, opening June 18, 2012, college governance manual, and fall 2012.			Richard Duran
Moorpark College	Dr. Eddinger commented on preparation for the fall semester, SLOs, program planning and program reviews, and planning cycles.	N/A	N/A	Pam Eddinger
Ventura College	Mr. Sanchez announced the selection of a new CTE dean.	N/A	N/A	Ramiro Sanchez
Moorpark College Academic Senate	Ms. Dwyer did not provide a report.	N/A	N/A	Riley Dwyer
Ventura College Academic Senate	Mr. Sezzi commented on DCAP and expressed concern about the manner in which recent changes were made to that committee.	N/A	N/A	Peter Sezzi
AFT	Dr. Hall requested information on the recent Grand Jury Report reported in the Ventura County Star. Dr. Meznek indicated the Grand Jury began researching the fire academy and moved into matriculation.	N/A	N/A	Steve Hall

Agenda Item	Summary of Discussion	Action (If Required or Information Provided)	Completion Timeline	Assigned to:
Oxnard College Academic Senate	Mr. Cabral indicated the June 19, 2012 Board meeting will be the last one as an academic senate president.	N/A	N/A	Robert Cabral
Ventura College Classified Senate	Mr. Nielsen congratulated the Ventura College Women's Tennis Team as State Champions.	N/A	N/A	Peder Nielsen
Human Resources	Ms. Parham did not provide a report.	N/A	N/A	Patricia Parham
Classified Confidential	Ms. Brower did not provide a report.	N/A	N/A	Laura Brower
Classified Representative	Ms. Bulger did not provide a report.	N/A	N/A	Karen Bulger
Business Services	Ms. Johnson did not provide a report.	N/A	N/A	Sue Johnson
Capital Planning	Dr. Evans did not provide a report.	N/A	N/A	Handel Evans
Future Meetings	**Future Meetings** * June 28 ~~29~~ Agenda Review * August 2 ~~3~~ Agenda Review August 31 Agenda Review September 28 Agenda Review November 2 Agenda Review November 30 Agenda Review * Dates changed to accommodate 4/40 summer schedule.			

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

SurveyMonkey

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 committe.	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 recommendaitons. 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 incoporated 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 occurr, 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

Ventura County Community College District

Members: Chancellor's Designee: Erika Endrijonas, Chair, (OC)
Co-Chair: not designated at this meeting
Deans of Student Services: Karen Engelsen (OC), Pat Ewins (MC), Victoria Lugo (VC)
Registrars: Joel Diaz (OC), Kathy Colburn (MC), Susan Bricker (VC)
Articulation Officers or non-instructional designee: Shannon Davis (Articulation Officer, OC), Pam Kennedy-Luna
(Counselor, MC) (Letrisha Mai, attending on behalf of MC), Marian Carrasco Nungaray (Counselor VC) (Gloria Arevalo,
attending on behalf of VC)
Associated Student Government: ASG Rep vacant as of this meeting (OC), Kimberly Eder (MC) (Sharon Miller
attending on behalf of Kimberly Eder) (MC), Daniel Chavez (VC)
Policy and Administrative Procedures: Clare Geisen (Policy/procedure, Chancellor's Cabinet Liaison/guest)

Absent: Marian Carrasco Nungaray (Counselor VC), Kathy Colburn (Registrar, MC), Clare Geisen (Policy/procedure,
Chancellor's Cabinet Liaison/guest), Pam Kennedy-Luna (Counselor, VC)

Recorder: Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome and Approval of April 12, 2012 Meeting Notes	Dr. Endrijonas welcomed everyone to DTRW-SS. The meeting commenced at 3 pm. Introductions were made for new members. The meeting notes were approved with changes to the Math Competency item and with abstention from Dr. Harmon, Letrisha Mai, and Gloria Arevalo.			
OLD BUSINESS				
AP 4100 Graduation Requirements for Degrees and Certificates	AA-T and AS-T degrees were not included in AP 4100 and the Articulation Officers will make recommendations regarding this issue and bring back	Bring back recommended language for AP	October 11	Articulation Officers

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	to the next meeting.	4100		
BP/AP 4240	Ms. Bricker reviewed the existing policy and procedure against the Title 5 requirements and would like to simplify and revise it. Suggested language will be brought back to the October 11 meeting and Ms. Bricker will email Ms. Nusser the Title 5 language for distribution to DTRW-SS. Dr. Endrijonas requested a volunteer to work with Ms. Bricker and draft language to present at the next meeting for proposed changes.	Email Title 5 language to Ms. Nusser for distribution to DTRW-SS. Revise language for board policy and procedure BP/AP 4240.	Sept 18 October 11	Ms. Bricker Ms. Bricker/Ms. Gonzales
BP/AP 5010 Admissions and Concurrent Enrollment Susan Bricker	The Academic Senates are no longer represented on DTRW-SS (formerly DCSL) and feedback is required from this group. This item will be sent forward to the DCAA agenda.

BP: At the April DCSL meeting, Ms. Bricker stated the current Board Policy did not allow for minors and was added to the document. Previously, Ms. Geisen had provided the Community College League of California's (CCLC) policy to compare against our current BP/AP. The Registrars had provided recommended language and the Academic Senates requested to review it again.

AP: Also at the April DCSL meeting, 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 review and brought back to the September DCSL meeting with the Senates' comments. | Add to the DCAA September 27, 2012 agenda | September 27 | Laurie Nusser |
| AP 5055 Enrollment Priorities | Dr. Endrijonas indicated VCCCD must incorporate the new language from proposed Title 5 changes to | | | |

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	establish system level enrollment to AP 5055. The new requirements must be fully implemented by fall 2014 and VCCCD must adjust the policy/procedure. The Deans of Student Services will bring back recommendations for implementation of the new requirements, including the appeals process for high-unit majors and CalWORKS. Ms. Ewins suggested picking one issue at a time to implement. Probation and matriculation steps still need to be addressed. Guidelines from the California Community College Chancellor's Office (CCCCO) have not been released as of this meeting. Discussion ensued regarding the groups that should receive priority enrollment.	Bring back recommendations for implementation of the new requirements for revision of AP 5055	October 11	Deans of Student Services
Update on SB 1456 Student Success Act of 2012	Dr. Endrijonas provided an updated copy of Senate Bill 1456 and noted the new items in the Bill for the group. The timing of BOGW and financial aid was discussed noting this could impact our student enrollment. Guidelines have not been released as of this meeting.			
2011-2012 DTRW Annual Member Survey	Dr. Endrijonas reviewed the DTRW survey results with the DTRW-SS group. Membership of this committee has changed since the last academic year. Dr. Endrijonas asked for feedback for improvement on the workgroup. DTRW-SS discussed survey results and determined no changes were needed at this time.			
NEW BUSINESS				
Waivers from College to College (Pat Ewins)	Ms. Ewins stated we need consistency in our development and implementation of waivers between colleges. Ms. Ewins provided an example of inconsistencies with waivers. Dr. Engelsen recommended providing SARS notes on students so all colleges would be able to see them on specific students. SARS is not sharable between campuses.	Bring back waiver process on high-unit majors' rubric.	October 11	Deans of Student Services

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	Ms. Bricker stated Banner maintenance and workload issues surround this problem. Counselor note functions were suggested. Dr. Endrijonas stated an issue has been identified and VCCCD has to figure out how to operationalize it. We will start with the waiver process on the high-unit majors rubric and bring this back to the next meeting.			
Updates				
AP 5013 Students in the Military	The Registrars will review and bring back language for AP 5013.	Bring back recommended language for AP 5013.	October 11	Registrars
AP 5015 Residence Determination	The Registrars will review and bring back language for AP 5015.	Bring back recommended language for AP 5015.	October 11	Registrars
BP/AP 5020 Nonresident Tuition	The Registrars will review and bring back language for AP 5020.	Bring back recommended language for AP 5020.	October 11	Registrars
Other Business	**Calendar**: The March DTRW-SS meeting is during spring break and March 7 will be the revised meeting schedule. March 1 will be submission date and will be at Oxnard College. Ms. Nusser will send a revised meeting date and submission deadline schedule. **Policies and Procedures**: The group was notified the Board policies and administrative procedures require a two-year review for accreditation purposes. Chapters 4 and 5 will require full review by the DTRW-I and DTRW-SS committees prior to March 2013. Ms. Nusser will send out the Policy Committee and Board Agenda Preparation Calendars.	Send revised schedule Send Policy Committee and Board Agenda Preparation Calendars	September 14 September 14	Laurie Nusser Laurie Nusser
NEXT MEETING	Thursday, October 11, 2012 – 3:00 p.m.			

District Technical Review Workgroup Self-Appraisal (April 2012)

SurveyMonkey

1. 1. How often did the committee meet?

		Response Percent	Response Count
Weekly		0.0%	0
Bi-weekly		0.0%	0
Monthly		100.0%	6
As needed		0.0%	0
Should it meet more frequently? Less frequently? If so, why?			2
		answered question	6
		skipped question	0

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

		Response Percent	Response Count
Yes		100.0%	6
No		0.0%	0
		answered question	6
		skipped question	0

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

		Response Percent	Response Count
Yes		83.3%	5
No		16.7%	1
	If "no," please explain your response.		3
	answered question		6
	skipped question		0

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

		Response Percent	Response Count
Always		33.3%	2
Usually		**50.0%**	3
Sometimes		16.7%	1
Rarely		0.0%	0
Never		0.0%	0
	Please explain your response.		2
	answered question		6
	skipped question		0

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

		Response Percent	Response Count
Always	▬▬▬▬▬▬	66.7%	4
Usually	▬▬	33.3%	2
Sometimes		0.0%	0
Rarely		0.0%	0
Never		0.0%	0
	Please explain your response.		0
	answered question		**6**
	skipped question		**0**

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

		Response Percent	Response Count
Accessible and easy to find	▬▬▬▬▬▬▬	83.3%	5
Accessible but difficult to find		0.0%	0
Meeting notes are kept but not posted	▬	16.7%	1
Meeting notes are not kept (that I am aware of)		0.0%	0
	Please explain your response.		2
	answered question		**6**
	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		33.3%	2
Agree		50.0%	3
Neither agree nor disagree		16.7%	1
Disagree		0.0%	0
Strongly agree		0.0%	0

	Please explain your response.	2
	answered question	6
	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
	4
answered question	4
skipped question	2

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
	3

answered question	3
skipped question	3

Q1. 1. How often did the committee meet?

| 1 | no, once a month is sufficient. | Apr 12, 2012 12:17 PM |
| 2 | The meeting schedule is adequate | Apr 9, 2012 1:22 PM |

Q3. 3. Is the committee environment conducive to open discussion of relevant issues?

1	It is now that Gaither is gone.	Apr 12, 2012 9:45 PM
2	Now it is. I wasn't under Gaither's leadership.	Apr 12, 2012 4:26 PM
3	The committees charge is to protect the primacy of the each of the college's cur coms. No, it is not conducive to open discussion of relevant issues.	Apr 9, 2012 1:22 PM

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

| 1 | sometimes agenda items that require follow-up do not make it back on the subsequent agenda for further discussion and closure - like AP and BPs | Apr 12, 2012 12:17 PM |
| 2 | When the issue pertains directly to curriculum it is usually timely. There is little by way of accountablility in any direction if there is issue other than simply looking at curriculum for its punctualtion. | Apr 9, 2012 1:22 PM |

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

| 1 | not sure if notes are posted on district websites, if not, would be good to have though. | Apr 12, 2012 12:17 PM |
| 2 | Notes are available at the meetings. Are they posted somewhere? | Apr 9, 2012 1:22 PM |

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

| 1 | It is now, but it wasn't when Gaither was leading. | Apr 12, 2012 4:26 PM |
| 2 | The committee fulfills its charge. | Apr 9, 2012 1:22 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	The recent inclusion of the Board Goals and Objectives issues in DTRW dialogue has been difficult because what is allowable remains unclear.	Apr 12, 2012 9:45 PM
2	There is little by way of feedback from Cabinet to this committee.	Apr 9, 2012 1:22 PM
3	continue to establish feedback loops on recommendations made by DTRW	Apr 7, 2012 8:59 PM
4	Committee is limited in its scope and charge.	Apr 6, 2012 5:06 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	see previous comments	Apr 12, 2012 12:17 PM
2	THis committee serves its charge.	Apr 9, 2012 1:22 PM
3	the mission of the committee should be discussed	Apr 7, 2012 8:59 PM

Ventura County Community College District

2012-2013 Academic Year
District Technical Review Workgroup – Instructional (DTRW-I)
Meeting Notes
September 12, 2012 - 1:00 p.m. – DAC Lakin Board Room
MEETING NOTES PRIOR TO APPROVAL AT 10.11.12 DTRW-I MEETING

Members: Chancellor's Designee: Erika Endrijonas, Chair, (OC)
Faculty Co-Chair: not designated at this meeting
Executive Vice Presidents: Erika Endrijonas (OC), Jane Harmon (MC), Ramiro Sanchez (VC)
Faculty Co-Chairs of Curriculum Committees: Teresa Bonham (OC), Mary Rees (MC), Mark Pauley (VC)
Articulation Officers: Shannon Davis (OC), Letrisha Mai (MC), Gloria Arevalo (VC)
Policy and Administrative Procedures: Clare Geisen (DAC) (Policy/procedure, Chancellor's Cabinet Liaison/guest)

Absent: Clare Geisen (DAC)

Recorder: Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Approval of April 12, 2012 Meeting Minutes	Dr. Endrijonas welcomed everyone to DTRW-I and the meeting commenced at 1:05 pm. Introductions were made by members of the committee. Dr. Endrijonas explained the DTRW-I committee membership has changed since the 2011-2012 academic year due to revisions to the District Participatory Governance Handbook. The meeting notes were approved with minor changes, with abstention from Dr. Jane Harmon. Letrisha Mai requested an update on math units from the last DTRW meeting and Dr. Endrijonas advised that CSUCI only requires 4 units and			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	Oxnard's math was reduced to 4 units. Add these notes into the minutes for 4.12.12.			
COLLEGE SUBMISSIONS				
New Degree/Course/Revised Courses Moorpark/Oxnard/Ventura Submissions	**Submissions** **(There were no submissions from Oxnard/Ventura for September 2012)** **Moorpark College** **New Degrees/Programs** • Associate in Arts in Anthropology for Transfer (AA-T), Associate in Science in Business Administration for Transfer (AS-T) Minor changes were made. Ms. Rees will incorporate the changes and send forward. • Associate in Science in Geology for Transfer (AS-T) – MO2 and MO2GL will be changed to geology from geography. Ms. Rees will incorporate the changes and send forward. • Associate in Science in Mathematics for Transfer (AS-T) – no changes **Recommendation:** All new degrees/programs will go to Cabinet. Anthropology was pulled at State level and will probably have minor changes. Anthropology will go to Chancellor's Cabinet and changes will be incorporated at a later date. **New Course** • ENGR M01 Introduction to Engineering 2.0 **Recommendation:** The new course will move forward to Chancellor's Cabinet. **Revised Courses** • ACCT M~~02A~~110 Financial Accounting ~~I~~ ~~4~~3.0			EVP for each college to send items to their President's office for submission to Chancellor's Cabinet.

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	• ENGR M04 Engineering Design/CAD 3.0 • ENGR M12 Engineering Materials 3.0 **Recommendation:** All revised courses will move forward to Chancellor's Cabinet.			
OLD BUSINESS				
DTRW 2011-2012 Annual Member Survey Results	Dr. Endrijonas reviewed the DTRW survey results with the DTRW-I group. Membership of this committee has changed since the last academic year. Dr. Endrijonas asked for feedback for improvement on the workgroup. DTRW-I discussed survey results and determined no changes were needed at this time. There were questions regarding the charge of the new DCAA Committee, which were fielded by Dr. Endrijonas and Dr Harmon. Dr. Harmon will be the Co-Chair for this committee. More details will follow after the first DCAA meeting.			
NEW BUSINESS				
DTRW-I Membership	Ms. Bonham addressed the fact that Academic Senates have been removed from DTRW-I membership in the Participatory Governance Handbook and indicated there will be a resolution from Oxnard College to add the Senates back to the workgroup for the next academic year. The Academic Senates were recently moved to the DCAA Committee in the reorganization of committees and workgroups. Dr. Endrijonas reminded the DTRW-I group is a technical review workgroup which provides feedback between colleges regarding curriculum.			
DTRW-I Calendar	Dr. Endrijonas reviewed the DTRW-I calendar for the academic year. There are conflicts for			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	November due to attendance for a conference, however, there are others that can attend and facilitate the meeting in Dr. Endrijonas' stead (Dr. Sanchez and Dr. Harmon). The CSSO Conference is in March 2013, and the meeting also falls during spring break. Many DTRW-I members will be attending this event, therefore, it was agreed to move the meeting to March 7, 2013, which was changed from March 14 and will be held at Oxnard College. Room venues will be discussed at a later date per Dr. Endrijonas. Ms. Nusser will send out revised Meeting Dates/Submission Deadlines Calendar.	Send out revised calendar.	September 14, 2012	Laurie Nusser
New Title 5 Regulations to Establish Prerequisite – AP 4025 and AP 4260	The policy draft shall be reviewed by the colleges' Academic Senates and Curriculum Committees. (See PowerPoint provided by Dr. Endrijonas in the September 13 agenda packet.) Ms. Nusser will send out the current policy/procedure to the DTRW-I group. The policy/procedure will also be added to the DCAA Agenda. The Board policy and administrative procedure requires revision to incorporate the new Title 5 regulations regarding prerequisites and will make recommended changes to DCAA. (AP 4025 and AP 4260)	Send out current AP 4025 and AP 4260 Add AP 4025/AP 4260 to DCAA Agenda	September 20, 2012 By next DCAA meeting	Laurie Nusser Laurie Nusser
Repeatability – Changes to Title 5 (Mary Rees)	Ms. Rees reviewed repeatability issues left pending from the 2011-2012 academic year and requested to set up policies regarding these issues. The repeatability policy must be approved for the 2014 fall catalog. Dr. Endrijonas will look for the appropriate Board policy and administrative procedure and	Find appropriate policy/procedure for repeatability issues.	October 11	Erika Endrijonas

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	bring it back to the group for review of Title 5 prospective changes.			
General Education Patterns – AP 4025	BP and AP 4025 Philosophy and Criteria for Associate Degree and General Education were approved June 19, 2012 by the Board; however, the Board requested DTRW-I to bring it back to review implementation of the general education requirements. The revised policy/procedure must be on the books by fall 2014. UC/CSU is only accepting general education degrees. VCCCD local degree requirements are greater than the UC/CSU GE-Breadth. Currently, there is an AA-T and a local degree in several disciplines at some of the colleges. This issue should be reviewed prior to inquiries and will be reviewed at DCAA level.	Add to DCAA Agenda	By next DCAA meeting	Laurie Nusser
AA-T Progress/Discussion	Dr. Endrijonas reviewed the AA-T progress since last academic year. All colleges provided their updates to AA-T degrees and which are still pending. By the end of this academic year we have to be at 80% of TMCs available of the degrees that exist. The other 20% of AA-T are due by fall 2014.			
Other Business	Policies and Procedures: The DTRW-I group was notified the Board policies and administrative procedures require a two-year review for accreditation purposes. Chapters 4 and 5 will require full review by the DTRW-I and DTRW-SS committees prior to March 2013. Ms. Nusser will distribute the 2012 Policy Committee and Board Agenda Preparation Calendars. Chapters 4 & 5 policy/procedure review will be agendized for the next meeting.	Send out the Policy Committee and Board Agenda Preparation Calendars. Agendize policy and procedure review for the next meeting.	September 14, 2012 October 11, 2012	Laurie Nusser Laurie Nusser
Next Meeting Date:	October 11, 2012 – 1 pm			

District Council on Human Resources Self-Appraisal (April 2012)

SurveyMonkey

1. 1. How often did the committee meet?

		Response Percent	Response Count
Weekly		0.0%	0
Bi-weekly		0.0%	0
Monthly		100.0%	7
As needed		0.0%	0
Should it meet more frequently? Less frequently? If so, why?			0
		answered question	**7**
		skipped question	**0**

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

		Response Percent	Response Count
Yes		100.0%	7
No		0.0%	0
		answered question	**7**
		skipped question	**0**

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

		Response Percent	Response Count
Yes		100.0%	7
No		0.0%	0
	If "no," please explain your response.		0
	answered question		7
	skipped question		0

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

		Response Percent	Response Count
Always		28.6%	2
Usually		71.4%	5
Sometimes		0.0%	0
Rarely		0.0%	0
Never		0.0%	0
	Please explain your response.		0
	answered question		7
	skipped question		0

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

	Response Percent	Response Count
Always	42.9%	3
Usually	28.6%	2
Sometimes	14.3%	1
Rarely	0.0%	0
Never	14.3%	1
Please explain your response.		2
answered question		7
skipped question		0

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

	Response Percent	Response Count
Accessible and easy to find	57.1%	4
Accessible but difficult to find	14.3%	1
Meeting notes are kept but not posted	28.6%	2
Meeting notes are not kept (that I am aware of)	0.0%	0
Please explain your response.		2
answered question		7
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		42.9%	3
Agree		57.1%	4
Neither agree nor disagree		0.0%	0
Disagree		0.0%	0
Strongly agree		0.0%	0
	Please explain your response.		2
	answered question		7
	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
	3
answered question	3
skipped question	4

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
	2
answered question	**2**
skipped question	**5**

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

1	They are prepared and sent to the members in a timely manner, but I would question easily accessable and timely.	Apr 12, 2012 5:13 PM
2	Other than receiving copies of the meeting notes and agenda, I'm not aware that these are posted.	Apr 9, 2012 5:01 PM

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

1	They are available to the members for review, but once the minutes are reviews and approved, it is a process to find them.	Apr 12, 2012 5:13 PM
2	Not aware of their posting.	Apr 9, 2012 5:01 PM

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

1	Sometimes we get off track, but over all the business of the committee is accomplished.	Apr 12, 2012 9:49 PM
2	Overall, the work completed matched the coiuncil objectives.	Apr 12, 2012 5:13 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	Determine the necessary inital skills and training to bring new people upto speed; and then determine a means to offer the the training.	Apr 12, 2012 5:13 PM
2	None.	Apr 9, 2012 5:01 PM
3	I don't think there are gaps really. It just sometimes takes time to work though the issues that are discussed at DCHR, are brought back to the campuses, and then back to DCHR. It's just the nature of the system. It takes time to get things done, but I think in the end we end up with a better product.	Apr 9, 2012 4:55 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	None for now.	Apr 9, 2012 5:01 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.

| 2 | Overall, I think we've done good work here. Though sometimes there may be some disagreements on issues, we're generally able to work things through. | Apr 9, 2012 4:55 PM |

District Council on Administrative Services Self-Appraisal (April 2012)

SurveyMonkey

1. 1. How often did the committee meet?

		Response Percent	Response Count
Weekly		0.0%	0
Bi-weekly		0.0%	0
Monthly		100.0%	6
As needed		0.0%	0
Should it meet more frequently? Less frequently? If so, why?			1
		answered question	6
		skipped question	0

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

		Response Percent	Response Count
Yes		100.0%	6
No		0.0%	0
		answered question	6
		skipped question	0

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

		Response Percent	Response Count
Yes		100.0%	6
No		0.0%	0
	If "no," please explain your response.		0
	answered question		**6**
	skipped question		**0**

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

		Response Percent	Response Count
Always		66.7%	4
Usually		33.3%	2
Sometimes		0.0%	0
Rarely		0.0%	0
Never		0.0%	0
	Please explain your response.		0
	answered question		**6**
	skipped question		**0**

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

		Response Percent	Response Count
Always		50.0%	3
Usually		50.0%	3
Sometimes		0.0%	0
Rarely		0.0%	0
Never		0.0%	0
	Please explain your response.		0
	answered question		**6**
	skipped question		**0**

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

		Response Percent	Response Count
Accessible and easy to find		100.0%	6
Accessible but difficult to find		0.0%	0
Meeting notes are kept but not posted		0.0%	0
Meeting notes are not kept (that I am aware of)		0.0%	0
	Please explain your response.		0
	answered question		**6**
	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		83.3%	5
Agree		16.7%	1
Neither agree nor disagree		0.0%	0
Disagree		0.0%	0
Strongly agree		0.0%	0
	Please explain your response.		0
	answered question		6
	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
	2
answered question	2
skipped question	4

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
	2
answered question	2
skipped question	4

Q1. 1. How often did the committee meet?

| 1 | I think the committee meeting schedule was adequate. During the budget-building process, we met more often than monthly. | Apr 12, 2012 4:30 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 | Everything seems fine to me. | Apr 10, 2012 9:10 AM |
| 2 | N/A | Apr 6, 2012 3:22 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 | Everything seems to be effective and accordingly. | Apr 10, 2012 9:10 AM |
| 2 | N/A | Apr 6, 2012 3:22 PM |

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
District Council of Administrative Services (DCAS)

Thursday, June 7, 2012

NOTES

Attendees: Blanca Barrios, Robert Cabral, Dominga Chavez, Alan Courter, Riley Dwyer, Alan Hayashi, Sue Johnson, Dave Keebler, Tom Kimberling, Deborah LaTeer, Darlene Melby, Mary Anne McNeil, Peter Sezzi

Absent: Iris Ingram

The meeting began at approximately 8:36 a.m. in the Thomas G. Lakin Board Room at VCCCD.

Sue announced that Alan Courter has accepted a position at Moorpark College. In his new role, he will no longer serve as Ventura's representative on DCAS. Dominga indicated she had informed Dan Casey of the need for a replacement and Alan will also notify Mr. Casey.

APPROVAL OF NOTES
The notes from the April 4, 2012 meeting were approved by consensus.

DCAS COMMITTEE SELF-APPRAISAL RESULTS
The results of the April DCAS Self-appraisal were distributed and discussed. Sue pointed out that while the survey reflects 6 respondents which may appear low, some DCAS attendees are staff and would not have received a survey. There were 11 who received the survey. The purpose of the survey as a part of continuous improvement was reviewed and there was a brief discussion on the timing of the survey. The recommendation was that the survey be done mid-year, and if district does a survey at the end of the year, that it be done in addition to the mid-year rather than instead. A mid-year survey would allow time for corrective action if needed.

The consensus of DCAS is that the survey results are positive, accurately reflect the sentiments of the group, DCAS's objectives are being met, and there was no recommendation for any change in functioning of the committee.

BOARD POLICIES/ADMINISTRATIVE PROCEDURES
Sue explained that there is a 2-year review/approval cycle for policies and procedures (BP's and AP's) and although several would not need to be reviewed by DCAS, others would.

Changes to BP 6250 and AP 6250 – Budget Management were distributed and discussed. After review, DCAS agreed that board policy and administrative procedure require no revisions beyond the minor change recommended and can move forward to the Board as is.

Changes to BP 6200 and AP6200 - Budget Preparation were distributed. The items were discussed in great detail, including what should be included in BP versus AP. Several changes were made to the language and sequence of content. A revised draft of the AP and BP will be redistributed shortly for discussion at the next DCAS meeting. Once there is a 'final draft', DCAS members will take the

documents back to their constituencies for review and comment for final DCAS consideration. BP and AP 6200 will be presented to the Policy Committee and Board in early fall.

FY13 TENTATIVE BUDGET

Sue told the group that the Governor's FY12 state budget includes $116 million in redevelopment agency (RDA) property tax funds for CCC. These funds are not expected to materialize. After a recent survey of counties, the State Chancellor's Office estimates that there is approximately $1.3 million in excess RDA funds that will be available. If this is so, and the funds are not backfilled, this would result in a one-time deficit factor for the property tax shortfall.

Narrative
Sue reminded the members that a draft version of the FY13 Tentative Budget Narrative was distributed a few weeks prior to this meeting. The narrative highlights the assumption that any revenue shortfalls beyond those budgeted in FY13 will be covered by the use of reserves; and there will be no mid-year reductions to the operating budgets. There were no changes to the narrative recommended.

Districtwide Services
Sue explained that effective Fall 2012, on-line purchase of parking decals will be mandatory for all students. This is a part of the plan for cost-efficiencies and re-structuring of the SBO's. To date, online ordering has been optional and, therefore, a fee of $3.50 fee is assessed to students opting for the convenience. Because of the new mandate effective for Fall, the District cannot assess the fee and will be absorbing the cost of the administration fee, which is approximately $150,000 (including the credit card service cost). So that the overall budget for districtwide services was not increased over what had been previously reviewed, this amount was offset by a reduction in the Scheduled Maintenance budget line. There was a brief discussion about whether this cost could be absorbed by the parking fee now or in the future.

Reserves
The Reserves page of the Tentative Budget was discussed. Sue explained that the projected beginning balance of $18.7 million does not include any adjustment that may occur at P-2. She also noted that the format had been changed, showing an increase of $2 million for the contingency toward the FY13 triggers and later showing the reduction for the full impact of the estimated triggers. (a net of $5 million).

General Fund Unrestricted Designated and Restricted
Sue reminded the group that these numbers are tentative and will, most likely, change for Adoption. The 12x fund budgets are built assuming 95% of FY12 actual. The State applies a hold harmless/stability mechanism so programs are not reduced or increased significantly in a single year.

Health Services
The Health Centers currently have fund balances that resulted primarily from the receipt of state mandated cost reimbursements. They are currently deficit spending for general operating expenses and capital.

Sue updated the group on proposed legislation to eliminate the mandated costs reimbursement program. The proposal is to replace the program with a flat $28/FTES allocation for all mandates. This proposed legislation is expected to carry and would have negative impact of the Health Service Fund.

Police Services

The police services budget continues to utilize remaining fund balance despite recent restructuring and reduction in coverage. Dialog will continue regarding required services. This budget will need to closely monitored and may encroach on the general fund.

Child Care Centers

All three locations are struggling financially. Dialog will continue regarding desired services. If budget shortfalls continue, it could result in encroachment on the general fund or continued down-sizing of the centers.

Bookstore

The bookstore revenues continue to decline as more alternatives are available to students. Sue explained that two recent bills have passed to offer students free digitized lower division textbooks (50). We need to continue to educate faculty on the availability of used text books and alternative options, and be responsive to the text book environment through changes in operations.

Vending

The vending budgets are best-guess estimates as this will be the first year of vending-only food service. Since this mode of operation is new, there is no comparison to current year.

Capital Projects

The Capital Projects fund budgets were presented

The Tentative Budget (with changes as discussed) was approved by DCAS and the committee recommends it be presented to the Board of Trustees for approval on June 19, 2012.

NEXT MEETING

      Thursday, June 21, 2012 – 8:30 a.m.

Meeting was adjourned at approximately 11:50 a.m.

Administrative Technology Advisory Committee Self-Appraisal (April 2012)

SurveyMonkey

1. 1. How often did the committee meet?

	Response Percent	Response Count
Weekly	0.0%	0
Bi-weekly	0.0%	0
Monthly	100.0%	8
As needed	0.0%	0
Should it meet more frequently? Less frequently? If so, why?		2
answered question		8
skipped question		0

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

	Response Percent	Response Count
Yes	87.5%	7
No	12.5%	1
answered question		8
skipped question		0

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

		Response Percent	Response Count
Yes		100.0%	7
No		0.0%	0
	If "no," please explain your response.		1
	answered question		7
	skipped question		1

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

		Response Percent	Response Count
Always		12.5%	1
Usually		50.0%	4
Sometimes		37.5%	3
Rarely		0.0%	0
Never		0.0%	0
	Please explain your response.		3
	answered question		8
	skipped question		0

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

		Response Percent	Response Count
Always		25.0%	2
Usually		**37.5%**	**3**
Sometimes		25.0%	2
Rarely		12.5%	1
Never		0.0%	0
	Please explain your response.		2
	answered question		**8**
	skipped question		**0**

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

		Response Percent	Response Count
Accessible and easy to find		**75.0%**	**6**
Accessible but difficult to find		0.0%	0
Meeting notes are kept but not posted		25.0%	2
Meeting notes are not kept (that I am aware of)		0.0%	0
	Please explain your response.		2
	answered question		**8**
	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		37.5%	3
Agree		**50.0%**	**4**
Neither agree nor disagree		12.5%	1
Disagree		0.0%	0
Strongly agree		0.0%	0

Please explain your response. 2

answered question	**8**
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
	4
answered question	**4**
skipped question	**4**

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
	4
answered question	4
skipped question	4

Q1. 1. How often did the committee meet?

1	If a set schedule of possibly quarterly meetings were set a year in advance, possibly, there could be time to prepare for thoughtful discussions about needs and resources on campus. It would also allow for campus constituencies to come together and actually plan for projects rather than just react to decisions they had little input into. It would also give the campus representatives (VPs and EVPs) time to reach out to all of the various constituencies impacted by IT initiatives.	Apr 12, 2012 3:59 PM
2	Some months the committee was canceled: September, December and January. The committee should meet at least once per month. January is difficult because the first Thursday is frequently during or just after the closure or the flex days before school starts.	Apr 10, 2012 2:47 PM

Q3. 3. Is the committee environment conducive to open discussion of relevant issues?

1	There is often a lack of clear demarcation between policy issues that relate to technology implementation versus operational issues. Policy issues should come to ATAC and be jointly decided by the executives (campus VPs, Assoc VC of Technology, and VC of Business and Administrative Services, and VC of HR). Too often, campuses are dictated to about what policy should be, and when operational issues arise because of it, they are swept aside and not dealt with at the appropriate level.	Apr 12, 2012 3:59 PM

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

1	Sometimes projects are brought to ATAC, voted on, and then suddenly fall to the bottom of the priority list with no notice or discussion.	Apr 12, 2012 9:47 PM
2	Meeting monthly, with a long agenda usually means a rather cursory review and discussion of some issues, which means they have to be discussed again at a later date because of information we did not have, decisions that were not well thought out, or widely discussed beforehand, etc.	Apr 12, 2012 3:59 PM
3	Need more consistent addressing of similar issues. All material software acquisitions need to be agendized Need to more regularly review status and priority of outstanding projects	Apr 9, 2012 11:49 AM

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

1	Frequently, we don't get the agenda until a day or two (at most) before the meeting. This is understandable given everyone's workload. But, it doesn't give me much, if any time, to talk to people on my campus who	Apr 12, 2012 3:59 PM
2	This is an advisory committee, so agendas and minutes do not need to be publicly posted. Generally the agendas are sent out a day or two before the meeting. I would appreciate receiving them sooner (Friday or Monday before the meeting).	Apr 10, 2012 2:47 PM

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

1	This is an advisory committee, so agendas and minutes do not need to be publicly posted. Generally the previous meeting notes are sent out a day or two before the meeting. I would appreciate receiving them sooner (Friday or Monday before the meeting).	Apr 10, 2012 2:47 PM
2	Notes need to be published immediately following the meeting rather than with the next agenda.	Apr 9, 2012 11:49 AM

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

1	Yes, we get there eventually. But I believe we could do so without as much angst.	Apr 12, 2012 3:59 PM
2	See # 4	Apr 9, 2012 11:49 AM

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	A clearer and more equitable mapping of functions between the DAC (IT and the VC) and campuses. Right now, it appears that the DAC decides what needs to be done, when, how, and the role of the campuses is to communicate to faculty, staff and students decisions that we don't have a whole lot of say in. Then, when things go awry, don't work as planned, or just get overlooked, the campuses deal with the consequences--alone. A prime example is the debacle to forcing a conversion of Banner Financial Aid, new drop policies, and Credentials parking implementation all at the same time. The Vice Chancellor was warned that this was too much at once to get done with limited staff and limited time. Our concerns were dismissed (and frequently while being patronized). Things "blew up" as predicted, DAC was often not helpful, unavailable, or frankly did not know what to do--leaving the "mess" to campus front line staff. To date, there has never been an admission of the errors, an apology, or even an acknowledgement that there were problems other than remarks about the "...whiny babies at _____ campus..." This attitude does not help to inspire staff who must implement changes and get the work done that anyone at the DAC really has any understanding (or cares) of what happens at the campus level.	Apr 12, 2012 3:59 PM
2	Administrative technology is different from instructional technology, yet the majority of technology discussed has instructional or student service components. I think a more representative body is needed for instructional technology discussions.	Apr 10, 2012 2:47 PM
3	See #4 Planning needs to drive planning for software solutions/support as well. Seems many things are last minute rather than planned in advance.	Apr 9, 2012 11:49 AM
4	None	Apr 6, 2012 5:02 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	The committee has a list of projects for future consideration, dependent on funding and resource availability.	Apr 12, 2012 11:54 AM
2	None that I can think of.	Apr 10, 2012 2:47 PM
3	See # 8	Apr 9, 2012 11:49 AM
4	Suggest for the last scheduled meeting we discuss possible initiatives, goals, objectives for next year.	Apr 6, 2012 5:02 PM

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE
MAY 3, 2012
8:30 AM ➤ DR. THOMAS G. LAKIN BOARD ROOM

MEETING NOTES

Attendees: Erika Endrijonas, Dave Fuhrmann, Dave Keebler, Sue Johnson, Iris Ingram, Lisa Miller, Bill Pearce, Ramiro Sanchez

1. Review Minutes of 04/05/2012
   There were no changes or comments.

2. ATAC Committee Self-Appraisal Results
   The results of the self-appraisal were reviewed. There was agreement to change the frequency of the meetings from monthly to bi-monthly. The meeting notes will be posted on the DAC website and emailed to the committee members within a few days of the meeting. The agenda will be sent out approximately two weeks in advance, which will offer the opportunity for more campus discussion on the agenda items prior to the meetings.

3. Updates
   - TracDat
     This is an item on the May Board agenda. The contract is in Purchasing for review. Assuming that the contract is approved, it will come back to ATAC. Initial training for faculty will be scheduled before they go off contract for the summer.
   - Desire2Learn Version 10 Upgrade Schedule
     Dave explained that D2L handles the upgrades as part of our contract. The upgrades are scheduled far in advance; the upcoming upgrade was scheduled six months ago. Based on prior years, there is normally a gap between summer and fall which is ideal for an upgrade. The approved instructional calendar for the 2012-2013 year does not have a time gap between summer and fall which necessitates a change in the timing of the upgrade. The options were discussed and Dave will relate the group's feedback to the Distance Learning Task Force, which meets on Monday, May 7.
   - Mobile Applications for Students – Student Feedback
     Dave shared the results from the focus group meetings with the Associated Students from the three colleges. The feedback was positive and also indicated that the initial implementation should contain the desired features, as most students would only try it once. If it did not meet expectations, students would most likely not give it a second try. The group agreed that a

Spring 2013 semester implementation would be preferred over the Fall 2012 semester.

- Document Imaging
  Ellucian and Highland are the two vendors that are being reviewed. There will be demos scheduled for later this month, after graduation. The group discussed the implementation process and agreed that a phased release by department is preferred. The project will probably be ready for the July Board meeting and, if approved, the process could begin this fall.

4. Project Reports
   - DegreeWorks
     Lisa shared that the training is occurring this week at the campuses. Oxnard training was yesterday. There were a few issues; however, these were quickly addressed by I.T. staff and the data techs. The feedback has been positive overall.
   - Banner Upgrade
     Bill shared that the upgrade went well with only minor problems. He explained that there are a few outstanding problems that are currently being addressed. There is a pre-req problem that, once Bill has the needed documentation from the Registrars, he will forward to Ellucian to be fixed.

5. Other Business
   Sue inquired regarding the status of changes needed for summer registration. Bill responded that the process to include declared foster youth has been done and is in the testing process. Drop time and payment plans for summer were discussed. Ramiro requested information on the number of students who make use of the payment plan options. Bill shared that the changes needed to handle the new registration priorities will be ready for the Fall semester.

   There was discussion and a request to add the Email Policy to the next agenda. Dave will email the latest version of the Email Policy draft.

6. Next Meeting
   The next meeting is scheduled for July 5.