

Student Affairs Committee
Minutes Tuesday, March 13, 2012

Attendees: **Beatriz Magallon, Sara Boosheri, Jake Smith (Student Representative) , Denise Kinsella, Lucy Kluckhohn-Jones, Deyna Hearn; Kiersten Elliot; Nathalie Laille; Benny Blaydes; Laurie Guglielmo; Cameron Espinoza (Student Representative)**

Excused/Absent: Gail Fukuhara, Alicia Villalpando, Michael Tuitasi, Ramin Nematollahi

Call to order 2:13 pm

- I. Minutes from February 28, 2012 approved as is.
- II. Presented 4340/4341 Combined AR to the Executive Committee today. It will go to Academic Senate next week w/minor changes. It will be called "4340". The new title will be "Limits for Credit Course Enrollments".
- III. Continuation of revisions to AR 4321: Withdrawal from Class
 1. Discussed that faculty must state their drop policy in the class syllabus. Reviewed Title V, Section 58004 in regards to clearing the class rosters prior to the census date and decided to match the AR terminology with the Title V terminology.
 2. Discussed "non participation", "non attendance" and "excessive absences". Discussed that students cannot be dropped from class if they have been physically present, even if they do not participate in class discussion or activities. Removed "non participation" language from the original item #2 to avoid confusion.
 3. Discussed how to indicate the period of time during which students can withdraw from a class and avoid a "W". Does the deadline to avoid a "W" need to be tied to apportionment, which is determined at the 2 week point for full length classes or the 10th percentile for short term courses? Much confusion as to 10% vs. 20% for "W" notation. Kiersten, Bea and Denise will meet before the next meeting to figure out the terminology recommendation for items 4 – 7.
- IV. Once we complete this AR, we'll review the DSPS AR that we looked at earlier, and will also review High School Concurrent Enrollment.
- V. Announcements:
 1. Gary Todd will not be with us this term. He is teaching a course during our meeting time.
 2. Benny thanked Bea for her participation and assistance with the March in Sacramento.
- VI. Meeting Adjourned at 3:40

Respectfully submitted by: Denise Kinsella