

Student Affairs Committee  
Minutes Tuesday, September 13, 2011

Attendees: **Beatriz Magallon, Benny Blaydes, Sara Boosheri, Cameron Espinoza (Student rep), Deyna Hearn, Laurie Guglielmo, Lucy Kluckhohn-Jones, Gary Todd, Kiersten Elliott, Gail Fukuhara, Alicia Villalpando and Diana Askew**

Excused/Absent: **Denise Kinsella, Michael Tuitasi, Nathalie Laille, and Ramin Nematollahi**

1. Call to order 2:10 pm
2. Beatriz welcomed the new committee.
3. Minutes from 5/24/11 Approved. Minutes of Special Meeting of 5/31/11 will be presented for approval when ready.
4. **Goals and Objectives for 2011-2012**
  - a. AR4111.4 Mandatory Assessment, Course Placement, and Challenge Procedures (Updated: 7/22/08): It was suggested that the college look at using multiple measures in lieu of only assessment tests for English placement (i.e. EAP, Toefl, SAT and ACT scores). Will need to investigate this process further.
  - b. AR4111.8 Enrollment Priorities (Approved: 3/06): The question is: "Is it communicated clearly to students?" Is the policy fair and are we following Ed. Code guidelines? Currently on hold pending a taskforce - possible changes for next enrollment cycle Summer/Fall 2012. We need to look at Ed Code for what constitutes special programs and the impact to students re access, equity and retention. SAC could work on making recommendations. One recommendation was to keep the language general and maybe look at unit breakdown and the exclusion of remedial coursework when student get above the unit max. This could also alleviate the problem of students taking excessive units. Possible discussion for future.
  - c. AR4310 Final Examinations and Grades (Updated 11/2/10)
  - d. AR4311 Grade Entries (Updated 12/13/05) Do not need to be revised at this time
  - e. AR4314 Credit by Examination (Updated 4/29/03) Not sure of status; item was discussed previous year; will need to be reviewed to make sure it reads maximum credits of 30 units so that it matches the requirements in AR4350. Once approved, it will need to be advertised more to students. Kiersten agreed to have own staff review and make any recommendations. Discussion regarding Credit CLEP and IB (international baccalaureate) exams; if students test, they should be placed in an upper level class; other colleges also have challenge exams to help students earn units and move toward completion of educational goal, i.e. foreign language. Cost of challenge exam to be paid by student; To be discussed in future meeting.
  - f. AR4340 Repetition of Unsatisfactory & Satisfactory Coursework (Updated 5/24/05) High Priority: Changes by Summer 2012 coming from Chancellor's Office; issue may be related to the software program in "flagging" the number of times a student has repeated a course, especially if student is currently enrolled and has not received a grade in the current class and tries to

enroll in the same class in a future semester; current policy is a maximum of 3 repetitions per course; if 4<sup>th</sup> repetition is needed, special permission is required.

- g. AR4344 Students Dismissed from a Program as a Result of Unsafe Performance (Updated 4/29/03)
- h. AR4350 Graduation Requirements (Updated 7/22/08): some minor changes have been made and we need to make sure catalog reflects changes.
- i. AR4110 Residence Regulations: Kiersten will have staff review.
- j. AR4345 Suspension of Services Provided by DSPS and AR4111.2 Classroom Assistance for Students with Disabilities will be reviewed by Judy Schwartz in DSPS and her staff.
- k. Deyna will have Benny, Cameron and herself review the following ARs: 4420, 4430, 4431, 4432, 4435, 4440, 4441, 4445 and 4446 to see if any of them need to be updated.
- l. Once the committee decides on which ARs to focus on for 2011-2012, it was suggested that a chart be created which shows where each AR is in the process.

## **5. Discussion of Add Code Policy: Continued Discussion**

- a. Add Code Policy
  - i. Kiersten announced that we are looking into implementing a waitlist in the future. More details to follow.
  - ii. It was suggested that there should be some revisions made to the add code requests; some faculty members don't mind emails where others prefer the students come in person on the first day and request the add code. There was also a discussion regarding the phrase "...continue to attend class-with instructor's permission..."- Issue: Should/could students be attending class if they are not officially enrolled. Some faculty have a system that works for their particular class but a general policy for students would be helpful. To continue to work with the documents we have: Student Tips, Faculty Best Practices/Prohibited Practices.
- b. Fee payment policy was discussed and recommendations were made to change from midnight of the day course was added to 3 or 7 days to allow students to come in person to pay. Concern shared that many students do not possess a credit card. Further discussion needed and Kiersten was going to share these concerns with enrollment mgt group.

## **6. Announcements:**

- a. The Academic Senate passed AR 4411 and AR4412 with the addendum of changes proposed. Lucy suggested that when finalized, a clean copy of the AR4411 and AR4412 be posted publicly.
- b. Next meeting:
  - i. Prioritize goals and objectives for 2011-2012
  - ii. Revisions to Add Code Policy
- c. Next meeting on Tuesday, September 20, 2011 at 2:00 pm in HSS 261.

Meeting Adjourned at 3:45 pm.

Respectfully submitted: Diana Askew