

COMMITTEE MEMBERSHIP

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Professor, Microbiology

Maribel Lopez
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Alicia Villalpando
Counselor, Transfer Center

Student Representatives

Pablo Garcia
Tiffany Inabu

Interested Parties (non-voting)

Benny Blaydes
Counselor, Associated Students

Gail Fukuhara
Counselor, International Counseling Center

Laurie Guglielmo
Chair, Counseling Department

Nathalie Laille
Counselor, Disabled Students Center

Recording Secretary

Spring 2014 Meetings

2:00 – 3:45 p.m.
SCI-251

March 4*, 25
April 1, 8, 22
May 6, 20

JOINT ACADEMIC SENATE STUDENT AFFAIRS COMMITTEE

Santa Monica College

AGENDA

MARCH 4, 2014

1. Public Comments
2. Approval of Minutes
3. Chair's Report
 - AR 4111.6—Transfer Credit from Foreign Institutions
 - AR4344—Students Dismissed from a Program as a Result of Unsafe Performance
4. Old Business
 - a. AR4420—Enrollment Standards for Participation in Santa Monica College Student Government (p. 2)
5. New Business
 - a. AR 4111.4—Mandatory Assessment, Course Placement, and Challenge Procedures (p. 6)
6. Announcements

Rationale: This AR was chosen to be reviewed only because it had not been revised since 2003 and position titles have changed.

AR 4420 ~~Standards of~~ Enrollment Standards for Participation in Santa Monica College Student Government

Statewide Minimum Standards of Scholarship for Elected Officers (Education Code Section 76061):

A student who is elected to serve as an officer in the student government of Santa Monica College shall meet ~~both of~~ the following requirements:

- a. The student shall be enrolled in Santa Monica College at the time of election, and throughout his or her term, with a minimum of ~~five~~ **eight** semester units, or its equivalent.
- b. The Student Trustee shall be enrolled in Santa Monica College at the time of election, and throughout his or her term, with a minimum of five semester units, or its equivalent.
- c. The student shall meet and maintain the minimum standards of scholarship prescribed for community college students by the community college district.

Determination of Eligibility:

Eligibility to participate in Associated Students ~~Government~~ Board of Directors, Inter-Club Council, Campus Committees, and Student Clubs ~~and Activities~~ shall be determined by the Dean of Student Life or designee and be based on the following criteria:

1. Candidates for Associated Students Board of Directors, ~~the~~ Student Trustee, ~~the~~ Inter-Club Council Chairperson, ~~the~~ Inter-Club Council Vice Chairperson, and ~~the~~ Inter-club Council ~~Secretary~~ Communication Officer must:
 - a. Have an ~~overall~~ cumulative grade point average (GPA) of "C" (2.0) or higher and must be enrolled in and complete eight (8) units at Santa Monica College in the semester in which they are elected with a minimum semester GPA of "C" (2.0).
 - b. Be enrolled in and complete a minimum of eight (8) units at Santa Monica College in each semester of their term in office and must maintain a minimum grade point average of "C" (2.0) each semester of that term in office.
 - c. Be in good standing, (no current disciplinary sanction pursuant to SMC Board Policy 4420).
2. Additional requirements for Candidates for Associated Students President and Vice President must:

- a. Have completed a minimum of twenty (20) units at Santa Monica College in order to assume office.
- b. Be enrolled in and complete a minimum of eight (8) units at Santa Monica College in each semester of their term in office and must maintain a minimum grade point average of "C" (2.0) each semester of that term in office.
- c. Be in good standing, (no current disciplinary sanction pursuant to SMC Board Policy 4420).
- d. In addition, candidates must meet one of the following criteria:
- ~~a.~~ B. i. Have completed eight (8) units at Santa Monica College with a minimum cumulative GPA of "C" (2.0) at Santa Monica College in the Fall semester immediately preceding the semester in which they ~~are~~ would be elected or appointed; or In addition one of the following:
 - ~~b.~~ ii. Serve as an Associated Students Director in the semester in which they are elected; or
 - ~~c.~~ iii. Serve as an active ~~member~~ delegate of the Inter-Club Council, or a club officer in ~~the any~~ semester prior to the semester in which they are elected; or
 - iv. Currently serve as an Associated Students Director, Inter-Club Council Officer, Student Trustee, or Associated Students Commissioner.

Loss of Eligibility

Elected or appointed officers who fail to complete each semester with a minimum of eight (8) units with a "C" (2.0) GPA will be automatically removed from office, and will be ineligible for appointment to any Associated Students positions (i.e. Judicial Board, Joint Council, primary commissioner, ICC, etc.) during the remainder of the term of office. (The term of office, defined in the Associated Students Constitution, is July 1 - June 30.) Note: If a student is enrolled in 8 units of credit/no credit courses, the cumulative grade point average will apply for determination of eligibility.

Additional Standards

The Associated Students Board of Directors, the Inter-Club Council Vice Chairperson and the Inter-Club ~~Secretary~~ Communications Officer shall hold one elected or appointed office for a term of one (1) year from July 1 to June 30.

The Student Trustee shall be a legal resident of the State of California (Education Code, Section 68000) and shall hold office from June 1 to May 31.

Limitations:

No person shall serve in any one office of the Associated Students Board of Directors for more than one (1) academic year term, nor shall any person serve on the Associated Students Board of Directors for more than two (2) academic year terms total. No person shall serve in any

combination of voting offices of the Associated Students (i.e. Board of Directors, Joint Council, Judicial Board, etc.) for more than three (3) terms.

An Associated Students Director who fills a vacancy in an office for a partial term, less than one (1) year, shall not be barred from being elected to a full term of that office. No person shall be consecutively appointed to the same office unless the second appointment occurs after the office has been up for general election. If an elected Director fails to complete a full term in office, he/she will not be eligible to run for the same office in the next general election.

Appointment to Vacant Positions:

The Associated Students shall fill Board vacancies in accord with the regulations governing the filling of vacancies described in the AS Constitution.

Associated Students Directors who are appointed to the Associated Students Board of Directors must meet the same eligibility standards as elected officers.

Judicial Board

Student candidates for the Judicial Board are subject to the same academic requirements as the A.S. Board of Directors, as stipulated above in section Determination of Eligibility.

Associated Students Commissioners:

~~Primary~~ Commissioners to Associated Students Directors must be enrolled in and complete a minimum of six (6) units with a 2.0 GPA each semester and have a cumulative GPA of "C" (2.0) in all work completed at Santa Monica College. All other commissioners must be currently enrolled students and must maintain a cumulative GPA of 2.0 while serving as a commissioner.

Campus Committees:

Students who serve on campus committees, in accord with Board Policy 2230 on Participatory Governance, must be enrolled in and complete a minimum of six (6) units with a 2.0 GPA each semester and must have a cumulative GPA of "C" (2.0) in all work completed at Santa Monica College. All student committee representatives must be in good standing (no current disciplinary sanction pursuant to SMC Board Policy 4420).

Student Club Officers:

Officers of student clubs must be enrolled in and complete a minimum of six (6) units each semester with a minimum GPA of "C" (2.0) and must have a cumulative GPA of "C" (2.0) in all work completed at Santa Monica College. Officers of student clubs may serve in the same office for a maximum of one year. Students may serve as officers of a club or clubs for a maximum of three years.

Title V, Sections 76061, 68000

Reviewed and/or Updated: 4/29/03, 4/16/13

76061. A student who is elected to serve as an officer in the student government of a community college shall meet both of the following requirements:

- (a) The student shall be enrolled in the community college at the time of election, and throughout his or her term, with a minimum of five semester units, or its equivalent.
- (b) The student shall meet and maintain the minimum standards of scholarship prescribed for community college students by the community college district.

68000. It is the intent of the Legislature that the public institutions of higher **education** shall apply uniform rules, as set forth in this chapter and not otherwise, in determining whether a student shall be classified as resident or a nonresident.

AR 4111.4 Mandatory Assessment, Course Placement, and Challenge Procedures

1. Compliance

In accordance with Title 5 Regulations (Section 55522(a)(1)), Santa Monica College utilizes assessment tests that are approved by the California Community Colleges Chancellor's Office to assess students' English language and proficiency and computational skills. Additional multiple measures are used in combination with assessment tests to place students in English, mathematics, English as a Second Language (ESL), and select Chemistry courses.

a. Disproportionate Impact:

Assessment placement instruments used at the College should be validated locally using the CCC Chancellor's guidelines for the validation of assessment tests to ensure they minimize or eliminate cultural or linguistic bias and are being used in a valid manner. Based on this evaluation, SMC shall determine whether any assessment test, method, or procedure has a disproportionate impact on particular groups of students. When there is a disproportionate impact on any such group, the College shall, in consultation with the Chancellor, develop and implement a plan setting forth the steps the College will take to correct the disproportionate impact (Section 55522(a)(1)).

b. Alternate Means to Assessing Readiness/Placement in College Courses:

Santa Monica College may use any of the following methods to determine if a student meets the mandatory assessment requirement, or to place students into specific courses: 1) Assessment test results from other institutions; 2) relevant college-level coursework completed at other institutions; 3) Advanced Placement test scores; 4) the California State University's Early Assessment Program (or English Placement Test/Entry Level Mathematics test). Specific criteria are noted below (Section 55522(a)(2)).

c. Student Notification of Assessment Requirement, Preparation, and Placement Decisions:

All students applying to Santa Monica College will be notified by the Admissions Office if assessment is required. Students will also be informed of the availability of assessment test preparation materials, how test results will be used to inform placement decisions, and of the limits on re-testing (Section 55522(b)).

2. ~~Mandatory~~ Assessment Requirement for Non-Exempt Students

All first-time college students (Matriculant 1; [Enrollment Status 1](#)) attending Santa Monica College who meet the criteria below will be required to complete both an English/ESL and a Mathematics assessment test prior to enrolling in a fall or spring semester. Enforcement will be carried out through the college's student information system at the time of registration and will result in an "assessment hold" being placed on the student's record. The hold shall be removed once both tests are completed at SMC or appropriate prerequisite waivers granted by a counselor or department chair are entered into the [enrollment](#) system. Students with disabilities should contact the [Center for Students with Disabilities](#) ~~Disabled Students Center~~ regarding accommodations [to which they may be entitled](#).

Mandatory assessment will be enforced in the following manner:

- A. All students enrolling in more than 6 units during their first semester (fall or spring) will be required to complete the assessment tests, regardless of their academic goals.
- B. Students enrolling in up to 6 units during their first semester (fall or spring) may enroll in such units without having to complete the assessment tests by the time the semester starts. These students, however, will be required to complete both tests before enrolling in the next regular semester.
- C. Students who wish to enroll only in activity or performance courses may be exempt from mandatory assessment.

3. Assessment of Exempted Students

Matriculant 1 students who have previously completed college coursework at other institutions may be exempted from the mandatory assessment requirement in Section 2 above. However, students interested in enrolling in specific English, ESL, mathematics, Chemistry, Life Science, or other courses where English language or computational skill prerequisites are enforced, are responsible for meeting such prerequisites. Thus, students may be required to take the appropriate assessment test prior to enrollment. Alternatively, students may seek a prerequisite/placement waiver based on completed coursework or Advanced Placement tests as noted below.

23. Eligibility for English/ESL and Mathematics Classes

Before enrolling in any Santa Monica College English, ESL or Mathematics class, a student must complete the Santa Monica College English, ESL or Mathematics assessment [test](#) administered by the Assessment Center.

Santa Monica College assessment scores are valid for one calendar year.

Students may have one or more assessment tests waived by a counselor or appropriate department chair or designee based on the following:

- C. **Placement/Prerequisite Waivers Based on Completed College Coursework**
Placement recommendations and prerequisite waivers may be issued upon completion of relevant college-level coursework with a grade of C or better. Students must present a transcript, [course descriptions, and syllabi](#) to a counselor or appropriate department chair for verification and processing. The student must file an official transcript with the Admissions Office.
- D. **Waivers Based on Other Colleges' Assessment/Placement Programs**
Santa Monica College will accept placement test results from other colleges under the limited circumstances noted below, on a case-by-case basis. Only official test results mailed in or faxed by the institution will be accepted. Placement tests must have been completed within the last calendar year preceding enrollment [at Santa Monica College](#).
 - 1. **Out-of-State and "Out-of-Area" Students Applying to SMC:** Out-of-state students may complete the English/ESL and mathematics placement test at a college of their choice to fulfill the SMC mandatory assessment requirement, provided the placement examinations are those in use at SMC. Local cut scores and multiple measures will be applied in determining placement level eligibility.

2. Students with Previous College Experience: Students who previously attended and completed coursework other than English, ESL, or mathematics at another institution may complete the English/ESL and/or mathematics assessment at that college, provided they are those in use at SMC. Additionally, students must have been in attendance at that college within the last calendar year preceding SMC attendance. Local cut scores and multiple measures will be applied in determining placement level eligibility.

E. Waivers Based on Advanced Placement Examinations

College Board Advanced Placement test results may be used to determine a student's English, mathematics, and chemistry eligibility. Official AP results must be filed with the Admissions Office. ~~Facsimiles, copies, or hand-carried AP results will not be accepted under any circumstances.~~ Placement/prerequisite waivers may be issued in the manner outlined below. Unit credit applicable to the SMC Associate Degree requirements may also be granted. AP credit may be used for IGETC and CSU GE certifications; however, units granted by SMC do not reflect units granted by transfer institutions. Students are encouraged to discuss applicability of AP credit with a counselor.

1. A score of 3, 4, or 5 on the AP English Language ~~& and~~ Composition or ~~Composition & Literature~~ English Literature and Composition exam will qualify a student for English 2 and give 3 units of credit for English 1.
2. A score of 3 on the AP Calculus AB exam will qualify a student for Math 7 and give 5 units of credit for Math 2.
3. A score of 3 on the AP Calculus BC exam will qualify a student for Math 8 and give 5 units of credit for Math 7.
4. A score of 4 or 5 on the AP Calculus AB exam will qualify a student for Math 8 and give 5 units of credit for Math 7.
5. A score of 4 or 5 on the AP Calculus BC exam will qualify a student for Math 10, 11, 13, 15 and give 5 units of credit for Math 8.
- ~~5.6.~~ A score of 3, 4, or 5 on the AP Statistics exam will waive a student from the Math assessment test, but will not place him/her into any math class at SMC.
- ~~6.7.~~ A score of 3, 4, or 5 on the AP Chemistry exam will qualify a student for Chemistry 11 and give 5 units of credit for Chemistry 10.

F. Waivers Based on the CSU Early Assessment Program and CSU EPT/ELM

Placement waivers for English and mathematics may be granted upon successful completion of the CSU Early Assessment Program, English Placement test (EPT), or Entry Level Mathematics (ELM) tests. Placement waivers based on the CSU EAP, EPT, and ELM tests will only be issued in the specific cases below. These requests must come directly to the Assessment Center.

1. SMC English 1 Placement: A designation of "Exempt" or "Ready for college-level English courses" received on the CSU EAP English test, or a score of 147 points or higher on the CSU English Placement Test (EPT) is required.

2. SMC English 21B Placement: A designation of “Conditionally ready for college-level English courses” or “Conditional” received on the CSU EAP English test, or a score of 125-146 points on the CSU English Placement Test (EPT) is required.
3. SMC Math 21/26/41/54 Placement: A designation of "Exempt" or "Ready for college-level Mathematics courses" on the CSU Early Assessment Program (EAP), or a score of 50 points or higher on the CSU Entry Level Mathematics (ELM) test is required.
3. Retesting Procedures
- A. Students who are dissatisfied with their initial English, ESL, ~~and~~ mathematics, or chemistry assessment(s) results may retest through the Assessment Center.
- B. Students may retest once anytime after a two week waiting period. Subsequent retesting is permitted once every calendar year.
- ~~C. Students are responsible for any charges incurred for retesting.~~
- ~~D.C.~~ Once a student enrolls in an English, ESL, ~~or a~~ mathematics, ~~or chemistry~~ course at SMC, the student may not re-take the assessment for that subject area.
4. English, ESL, ~~&~~ Mathematics, and Chemistry Assessment Results Challenge Procedures
 Santa Monica College has in place a *Prerequisites/Corequisites* policy (BP 5120). Based upon the intent of such policy, the following procedure will be followed in granting challenge requests for students dissatisfied with their English, ESL, ~~and~~ Mathematics, and Chemistry 11 assessment scores:
- A. All students must have retested before going to the appropriate department to request an assessment test results challenge.
- ~~B.~~ If still dissatisfied with the scores of the second test, the student may request an assessment challenge with the appropriate department. The department chair and faculty may set in place specific criteria by which to determine if the student is eligible for a challenge exam. ~~only if his/her test results' standard error of measurement (SEM) indicates that placement in a higher level course is likely. If this criterion is met, the student may then proceed to the appropriate department to schedule a challenge examination. The Assessment Center will advise chairs if a student is eligible for an assessment challenge through the department.~~
- ~~C.B.~~ Students challenging their English or ESL retest results will be asked to complete a written essay in response to a topic of the department's choosing. The essay will be read and graded by three faculty members, and will be assigned a placement recommendation.
- ~~C.~~ Students challenging their Mathematics retest results will be asked to complete an objective exam(s) which will be scored by the department chair or designee. A score of 70% or better on the challenge test(s) is required to move to a higher level course.
- ~~D.~~ Students challenging their Chemistry 11 retest results will be asked to complete an objective exam(s) which will be scored by the department chair or designee. A score of 70% or better on the challenge test(s) is required to move to a higher level course.

~~2.E.~~ Placements [waivers](#) will [be issued by the department chair to students who successfully complete the challenge exam.](#) ~~Waivers go into effect immediately,~~ will be valid for a period of one calendar year, and shall be final.

5. Chemistry Challenge Examination Results and Request for Waivers
Students wishing to enroll in Chemistry 11 must first complete Chemistry 10 or successfully complete the Chemistry Challenge Examination. Students may retest once only after an initial waiting period of two weeks following the first examination.

[Title 5: 55522](#)

Reviewed and/or Updated: 12/13/06, 7/22/08

[Revised:](#)

Cal. Admin. Code tit. 5, § 55522

Barclays Official California Code of Regulations [Currentness](#)

Title 5. Education

Division 6. California Community Colleges

Chapter 6. Curriculum and Instruction

Subchapter 6. Matriculation Programs

Article 3. Matriculation Services

➡ **§ 55522. Assessment.**

(a) The Chancellor shall establish and update, at least annually, a list of approved assessment tests for use in placing students in English, mathematics, or English as a Second Language (ESL) courses and guidelines for their use by community college districts. When using an English, mathematics, or ESL assessment test for placement, it must be used with one or more other measures to comprise multiple measures.

(1) Districts and colleges are required to use the Chancellor's guidelines for the validation of all assessment tests used for placement to ensure that they minimize or eliminate cultural or linguistic bias and are being used in a valid manner. Based on this evaluation, the district or college shall determine whether any assessment test, method, or procedure has a disproportionate impact on particular groups of students, as defined by the Chancellor. When there is a disproportionate impact on any such group of students, the district or college shall, in consultation with the Chancellor, develop and implement a plan setting forth the steps the district will take to correct the disproportionate impact.

(2) The Chancellor may identify other measures of a student's college readiness that community college districts may use for student placement into the college's curriculum.

(b) Each community college district shall adopt procedures that are clearly communicated to students, regarding the college's sample test preparation, how the student test results will be used to inform placement decisions, and the district's limits on the student's ability to re-test.

(c) Community college districts shall not, except as provided in subdivision (d), do any of the following:

(1) use an assessment test for placement which has not been approved by the Chancellor pursuant to section 55522, except that the Chancellor may permit limited field-testing, under specified conditions, of new or alternative assessment tests;

(2) use any assessment test in a manner or for a purpose other than that for which it was developed or has been otherwise validated;

(3) use any assessment test process to exclude any person from admission to a college, except that a college may determine the admission of special part-time or full-time students under Education Code section 76002 based on an assessment which involves multiple measures and complies with other requirements of this subchapter; or

(4) use any assessment test, method, or procedure to exclude students from any particular course or educational program, except that districts may establish appropriate prerequisites pursuant to sections 55002 and 55003.

(5) use any Student Success and Support Program practice which has the purpose or effect of subjecting any person to unlawful discrimination prohibited by subchapter 5 (commencing with section 59300) of chapter 10.

(d) Notwithstanding the provisions of subdivision (c)(1) and (2), assessment tests approved by the Secretary of the United States Department of Education may be used to determine "ability to benefit" in the process of establishing a student's eligibility for federal financial aid pursuant to title 20 United States Code section 1091(d).

(e) Notwithstanding paragraphs (1), (2), (3) or (5) of subdivision (c) or the provisions of sections 55003 or 55522, a community college district may use an assessment test to select students for its nursing program, provided that:

(1) the district complies with all other provisions of this subchapter;

(2) the assessment test or other measures are used in conjunction with other assessment test, methods, or procedures to select students for enrollment in the nursing program; and

(3) the Chancellor has determined that the assessment test predicts likelihood of success in nursing programs, has approved use of the assessment test for that purpose and has established statewide proficiency cut-off scores for that test pursuant to Education Code section 78261.

Note: Authority cited: Section 11138, Government Code; and Sections 66700 and 70901, Education Code. Reference: Section 11135, Government Code; and Sections 72011, 76002, 78211, 78212, 78213 and 78261, Education Code.

HISTORY

1. New section filed 6-5-90 by the Board of Governors, California Community Colleges, with the Secretary of State; operative 7-6-90. Submitted to OAL for printing only pursuant to Education Code section 70901.5(b) (Register 90, No. 37).

2. Change without regulatory effect amending section and Note filed 3-15-2006 pursuant to section 100, title 1, California Code of Regulations. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2006, No. 17).

3. Renumbering of former section 55522 to section 55526 and renumbering of former section 55524 to new section 55522, including amendment of section and Note, filed 9-19-2013; operative 10-19-2013. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2013, No. 38).

5 CCR § 55522, ← **5 CA ADC § 55522** →