**Joint Academic Senate
Student Affairs Committee**

**Santa Monica College**

**Agenda**

**March 25, 2014**

1. Public Comments
2. Approval of Minutes
3. Chair’s Report
4. Old Business

	1. AR4420—Enrollment Standards for Participation in Santa Monica College Student Government
	2. AR 4111.4—Mandatory Assessment, Course Placement, and Challenge Procedures (p. 4)
5. New Business
6. Announcements

**COMMITTEE MEMBERSHIP**

Esau Tovar

Chair

Counselor/Assessment Center

310-434-4275

Kiersten Elliott

Vice Chair

Dean, Enrollment Services

310-434-4173

**Members**

Sara Boosheri

Professor, Mathematics

Shannon Herbert

Professor, English

Deyna Hearn

Dean, Student Life

Denise Kinsella

Associate Dean, IEC

Lucy Kluckhohn-Jones

Professor, Microbiology

Maribel Lopez

Professor, Mathematics

Alicia Villalpando

Counselor, Transfer Center

**Student Representatives**

Tiffany Inabu

Winnie Kakonge

**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 8, 22

May 6, 20

\*Meeting in Library Conference Room

Student Affairs Committee

Minutes Tuesday, March 4, 2014

**Attendees:** Esau Tovar, Kiersten Elliott- Vice Chair, Sara Boosheri, Shannon Herbert, Deyna Hearn, Denise Kinsella, Lucy Kluckhohn-Jones, Maribel Lopez, Alicia Villalpando, Benny Blaydes, Gail Fukuhara, Laurie Guglielmo, Nathalie Laille, Sonali Bridges, Tiffany Inabu (Student Rep)

**Excused/Absent:** Pablo Garcia (Student Rep)

**AGENDA**

1. Call to order 2:05 pm
2. Chair’s Report
AR 4111.6—Transfer Credit from Foreign Institutions & AR4344—Students Dismissed from a Program as a Result of Unsafe Performance where adopted by the committee.
3. AR4420—Enrollment Standards for Participation in Santa Monica College Student Government
	1. Esau reported there is no Title 5 language addressing this AR. There is only Ed Code that addresses this AR.
	2. Esau reported there is a legal opinion (E01-09) that states that Section 76061 of the Ed Code requires only 5 semester units for students running for office in Student Government. The committee would like to investigate if the college has the discretion to impose a higher limit.
	3. Benny reported is this issue was recently raised at a CCCSA meeting. He going to follow up with the chancellors office to see if they have an opinion on the matter of minumun required units.
	4. It was determined by the committe that this AR was unclear and that reformatting was necessary for clarification purposes. A sub committee was formed to reformat this AR. The sub committee is comprised of: Deyna, Denise, Sonali, Maribel and Tiffany. The sub committee will present the revised version of the AR at the next committtee meeting.
	5. The sub committee will consult legal counsel for an interpretation of the legal opinion issued on this AR.
	6. The committee would also like to clarify the realtionship between this AR and the Assosiated Student Constitution. The committee discused incorporating language into the AR that clarifies the relationship between the AR and the Associated Student Constitution.
4. AR 4111.4—Mandatory Assessment, Course Placement, and Challenge Procedures
	1. Esau reported this AR was update per Title V.
	2. The committee had some minor changes to the language.
	3. The committee ended discussion at Section 3 “Eligibility for English/ESL and Mathmatics classes.” Letter E “Waivers Based on Advanced Placement Examinations”. This discussion will be picked up at the next commitee meeting.
5. Meeting Adjourned at 3:45 pm.

Respectfully submitted by Ann Marie Leahy

**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 proficiency and computational skills. 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.

	1. 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’s Office, develop and implement a plan setting forth the steps the College will take to correct the disproportionate impact (Section 55522(a)(1)).
	2. 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)).
	3. 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. Assessment Requirements 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 (or designee) are entered into the enrollment system. Students with disabilities should contact the Center for Students with Disabilities regarding accommodations. Accommodations shall be determined on a case by case basis.

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 if English/ESL/math is not a prerequisite for the desired course(s). 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.

1. 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 or seek a prerequisite/placement waiver based on completed coursework or Advanced Placement tests as noted below.

3. 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:

A. 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 (or designee) for verification and processing. The student must file an official transcript with the Admissions Office.

1. 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. SMC 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.
1. 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. 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 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.
	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 the student into any math class at SMC.
	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.
1. 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

1. Students who are dissatisfied with their initial English, ESL, mathematics, or chemistry assessment(s) results may retest through the Assessment Center.
2. Students may retest once anytime after a two week waiting period. Subsequent retesting is permitted once every calendar year.
3. Once a student enrolls in an English, ESL, 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, Mathematics, and Chemistry 11 assessment scores:

1. All students must have retested before going to the appropriate department to request an assessment test results challenge.
2. 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. 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.
3. 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.
4. 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.
5. Placements waivers will be issued by the department chair to students who successfully complete the challenge exam. Waivers 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](http://weblinks.westlaw.com/result/default.aspx?action=Search&cfid=1&cnt=DOC&db=CA%2DADC&eq=search&fmqv=c&fn=%5Ftop&method=TNC&n=1&origin=Search&query=CI%28%225+CA+ADC+S+55522%22%29&rlt=CLID%5FQRYRLT66787495510221&rltdb=CLID%5FDB57506495510221&rlti=1&rp=%2Fsearch%2Fdefault%2Ewl&rs=GVT1%2E0&service=Search&sp=CCR%2D1000&srch=TRUE&ss=CNT&sskey=CLID%5FSSSA79506495510221&tempinfo=FIND&vr=2%2E0" \l "I80FB3D80660711E3A63EAEF194730221)

Title 5. Education

Division 6. California Community Colleges

Chapter 6. Curriculum and Instruction

Subchapter 6. Matriculation Programs

[ Article 3.](http://weblinks.westlaw.com/find/default.wl?db=CA-ADC&ordoc=I5EBF6E7027D811E3A241A8038D8BCC68&jh=Article+3.+Matriculation+Services&docname=PRT(I03F8F600D48511DEBC02831C6D6C108E)+%26+BEG-DATE(%3c%3d01%2f22%2f2014)+%26+END-DATE(%3e%3d01%2f22%2f2014)+%25+CI(REFS+(DISP+%2f2+TABLE)+(MISC+%2f2+TABLE))&jl=1&rp=%2ffind%2fdefault.wl&sp=CCR-1000&findtype=l&sr=SB&vr=2.0&fn=_top&jo=5%2bCA%2bADC%2b%25c2%25a7%2b55522&rs=GVT1.0" \t "FromEW) 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; andSections 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** 