

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

John Ethridge
Pablo Garcia

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

Angelita Ramos
Recording Secretary

Fall 2013 Meetings

HSS 261
2:00 – 3:45 p.m.
September 10*, 24*
October 15**, 29**
November 12*, 26**

JOINT ACADEMIC SENATE STUDENT AFFAIRS COMMITTEE

Santa Monica College

AGENDA

OCTOBER 29, 2013

1. Public Comments
2. Approval of Minutes
3. Chair's Report
4. New Business
 - a. AR4111.6--Transfer Credit from Foreign Institutions
 - b. AR4350--Graduation Requirements (Section C2 only)
 - c. AR4344--Students Dismissed from a Program as a Result of Unsafe Performance
5. Announcements

*Meeting in SCI-251

**Meeting in Library Conference Room

JOINT ACADEMIC SENATE STUDENT AFFAIRS COMMITTEE

Santa Monica College

Minutes

OCTOBER 15, 2013

Attendees: Esau Tovar, Kiersten Elliott, Sara Boosheri, Denise Kinsella, Lucy Kluckhohn Jones, Maribel Lopez, Laurie Guglielmo, Alicia Villalpando, Benny Blades, Gail Fukuhara

John Ethridge (student representative), Pablo Garcia (student representative)

Excused/Absent: Deyna Hearn, Nathalie Laille, Shannon Herbert

1. Call to order 2:05 pm.
2. Minutes from September 24, 2013 approved.
3. Report of Kiersten concerning FW/Financial Aid

She said this has not been finalized, so she will meet again with Randy, Teresita, MIS and Financial Aid. She reported at the end of the term faculty are to be contacted for students who received “Fs” in all classes. But the concern is that some faculty may not respond promptly or at all.

4. Esau reminded the members of their group ARs to work on.
5. Discussion of changes/corrections to AR 4340 (Credit Course Enrollment Limitations)– continuation from last meeting.

Esau stated he accepted all revisions from Georgia, Randy and Kiersten’s proposal. In addition he made some edits, which were integrated into the draft AR.

AR 4340 Credit Course Enrollment Limitations

Esau opened to all committee members’ suggestions for corrections/changes to item numbers and corresponding sections and their relevance to Title 5. Corrections and changes were made to each item immediately after hearing suggestions from the members.

The committee was able to clean up the language, such as better definitions of terms, interpretation of policies and regulations, description of items for standardized implementation, deletion of unnecessary words/statements, grade and slash issues, course repeats, etc.

A question was raised by Alicia concerning the slashing of two substandard grades once students repeat and successfully pass the course on a third enrollment. Alicia noted that Admissions personnel have stated that slashing cannot occur for any coursework that was completed before summer 2012. Esau and other committee members reported that the current language of the AR is being misinterpreted, as the statement about summer 2012 exclusively relates to the maximum number of times students may enroll in a course based on a combination of substandard and withdrawal coursework.

Alicia will send an email to Kiersten for clarification of the slash grade.

Revision of AR 4340 was completed on October 15th. Esau emailed the revised AR to committee members on October 16th. This will be presented to the Academic Senate Executive Committee on October 29 and to the Academic Senate on November 5th.

6. Meeting adjourned at 3:40 pm
7. Next meeting, October 29, 2013 from 2:00-3:45pm, Library Conference Room 275

By Angelita Ramos

Rev. Esau Tovar

REVISION OF AR4111.6

Orange/blue text = revisions proposed by Kiersten, Laurie, and Estela Narrie

Red/highlighted text = revisions proposed by Esau

AR 4111.6 Transfer Credit from Foreign Institutions for an SMC Associate Degree

Santa Monica College may accept postsecondary foreign coursework toward the fulfillment of Associate degree requirements, on a case-by-case basis, subject to the limitations noted below.

1. All course-work from foreign colleges must first be evaluated by an approved agency in the United States that evaluates foreign credentials and transcripts.
 2. After evaluation by an approved agency, all requests for transfer credit from foreign institutions will be reviewed by the Admissions and Records office, upon submission of a written request for evaluation.
 3. There is no limitation on the number of transfer credit foreign coursework units that may be applied toward the Associate degree. from approved foreign educational institutions. Grades are will not be calculated into the SMC GPA. Four-year colleges/universities will conduct their own evaluation of foreign credit for application toward their degrees. Grades are not calculated into the GPA.
 4. Questions on major course equivalencies will be determined in consultation with the a Appropriate Department Chair or designee. Dean of Enrollment Services or designee.
 5. The English language requirement must be satisfied at an a U.S. regionally accredited American college or university. English language courses taken outside of the U.S. will be considered on a case-by-case basis by the English Department Chair or designee.
 - 5.6. The acceptance of foreign coursework by Santa Monica College does not in any way imply, nor guarantee, that other two- and four-year colleges/universities will accept such coursework. These institutions will conduct their own evaluations.
 6. Upper division, graduate and professional courses completed work at U.S. regionally accredited colleges and universities are normally allowed. When such these courses are applied towards the SMC associate's degree, the equivalent unit value of each course will count toward the SMC UE (units enrolled) and UC (units completed) totals on the transcript. (We need to reword that).
- US History or US Government/Political Science will not be accepted for the SMC general education Social Science area II, Group A., but it can be used in Group II B.

Rationale for Revision of a specific section of AR 4350--Graduation Requirements:

Although AR4111.6 (Transfer Credit from Foreign Institutions) was approved by the Academic Senate as a standalone administrative regulation on April 29, 2003, a nearly identical section in AR4350 has remained in place. In approving the revisions for AR4111.6, the Student Affairs Committee also seeks to strike AR4350 Section C(2) to minimize confusion and discrepancies:

Transfer Credit from Foreign Institutions

- a. All course work from foreign institutions must be evaluated by an approved agency in the United States that evaluates foreign credentials and transcripts.
- b. After evaluation by an approved agency, all requests for transfer credit from foreign institutions will be reviewed by the Admissions Office.
- c. Each student must submit his/her own records.
- d. There is no limitation on transfer credit from approved foreign educational institutions.
- e. Questions on major course equivalencies will be determined by consultation between the Dean of Enrollment Services and the appropriate department chair.
- f. The English composition requirement must be satisfied at a regionally accredited American college or university.
- g. A minimum of 12 units in residence at Santa Monica College is required for the Associate in Arts degree.

REVISION OF AR4111.6

AR 4344 Students Dismissed from a Program as a Result of Unsafe Performance

These guidelines have been developed to establish standards and procedures for assist faculty and departments in withdrawing dismissing students from programs in which the student's behavior and/or performance is determined to be unsafe contrary to the standards established for successful completion of the program. Any student dismissed from a program shall be removed from all classes in such program and shall not be eligible to take any classes in the program unless readmitted to the program.

These programs include, but are not limited to:

~~Education/Early Childhood Education~~ Early Childhood/Education
 Cosmetology
 Nursing
 Respiratory Therapy

The overall process for determining whether a student meets the program standards specific to a particular program may include up to three levels of intervention: the instructor level, the program or department level, and the college level (joint administration-faculty committee). The student may seek the ombudsperson's assistance.

I. Faculty Level

1. Instructors are encouraged to use their professional judgment in identifying student behavior and/or performance that they consider inappropriate to a specific program.
2. The instructor should meet with a student as early as possible in the semester to discuss his/her concerns. Such concerns include, but are not limited to the following: issues of safety or health regarding self, other students, patients, clients, or children; lack of sensitivity in classroom or field work situations; poor judgment; or any other concern. The instructor should document the meeting. These notes can be brief but must include the date and time of the meeting and a summary of topics discussed: along with any plan for remediation.
3. If the instructor is satisfied with the student's performance for the rest of the semester, nothing more need be done.
4. If the instructor continues to have reservations regarding the student's behavior and/or performance (even though the student may have passed or is passing the class academically), the instructor should inform either the program leader or the department chairperson, for any additional action.

II. Program or Department Level

1. The dismissal of a student from a program is a departmental concern and should not be viewed as the individual instructor's responsibility. Each department shall develop program standards to evaluate students objectively. Each department is to develop a

readmission review procedure for students dismissed from its program(s). These program standards and readmission processes shall be approved by the Vice President for Academic Affairs before they go into effect.

2. Each program will have its own set of procedures for informing students of faculty concerns, documenting meetings to discuss these concerns, working out behavioral contracts to assist students in meeting program standards, and any other procedure the faculty considers helpful to the student or to the program.

III. College (Joint Administration/Faculty) Level

1. Any student who wishes to appeal dismissal from a program has 10 working school days to file a written request for an appeal with the Dean of Student Affairs (???). The student will be able to present his/her case within 10 working school days of the filing of the request. The Committee hearings shall be closed to the public. The term "school day" shall mean any day that classes are in session except Saturdays and Sundays.

Members of the Appeals Committee on Program Dismissals

1. The Dean of Student Affairs (chair) or designee
 2. Two academic deans (not from the involved department/program and selected by chair)
 3. Two faculty at large (selected by Academic Senate)
 4. Two students (selected by Associated Students)
2. The student may bring to the hearing counsel or other representatives. ~~These representatives, however, may not participate directly in the proceedings. The student filing the appeal will bear the burden of proof.~~ The District bears the burden of proof by a preponderance of the evidence and that preponderance of the evidence means "more likely to be true than not true."
 3. Each party shall have the right to present written statements, witnesses if appropriate, and any other forms of evidence at the hearing, if approved by the Appeals Committee. Each party shall have the right to question evidence and supportive documents.
 4. The Committee chair shall notify in writing the student, faculty member, department chair, and the Superintendent/President of the decision. The decision shall be rendered within ten (10) school days of the conclusion of the hearing.
 5. Within five (5) working school days after service of the ~~committee's formal recommendation decision~~, either party may make a written appeal to the Superintendent/President (or designee). The Superintendent/President shall render a decision on the appeal based on the written record within thirty (30) days of receipt of the appeal.
 6. The decision of the Superintendent/President (or designee) shall be final.

Education Code Materail Relevant to AR4344

Removal, Suspension, or Expulsion

66017.

The respective governing boards of the California Community Colleges, the California State University, or the University of California shall adopt appropriate procedures and designate appropriate persons to take disciplinary action against any student, member of the faculty, member of the support staff, or member of the administration of the community college, state college, or state university who, after a prompt hearing by a campus body, has been found to have willfully disrupted the orderly operation of the campus. Nothing in this section shall be construed to prohibit, where an immediate suspension is required in order to protect lives or property and to ensure the maintenance of order, interim suspension pending a hearing; provided that a reasonable opportunity be afforded the suspended person for a hearing within 10 days. The disciplinary action may include, but need not be limited to, suspension, dismissal, or expulsion. Sections 89538 to 89540, inclusive, shall be applicable to any state university or college employee dismissed pursuant to this section.

66300.

The Regents of the University of California, the Trustees of the California State University, and the governing board of every community college district, shall adopt or provide for the adoption of specific rules and regulations governing student behavior along with applicable penalties for violation of the rules and regulations. The institutions shall adopt procedures by which all students are informed of such rules and regulations, with applicable penalties, and any revisions thereof.

66301.

(a) Neither the Regents of the University of California, the Trustees of the California State University, the governing board of a community college district, nor an administrator of any campus of those institutions, shall make or enforce a rule subjecting a student to disciplinary sanction solely on the basis of conduct that is speech or other communication that, when engaged in outside a campus of those institutions, is protected from governmental restriction by the First Amendment to the United States Constitution or Section 2 of Article I of the California Constitution.

(b) A student enrolled in an institution, as specified in subdivision (a), at the time that the institution has made or enforced a rule in violation of subdivision (a) may commence a civil action to obtain appropriate injunctive and declaratory relief as determined by the court. Upon a motion, a court may award attorney's fees to a prevailing plaintiff in a civil action pursuant to this section.

(c) This section does not authorize a prior restraint of student speech or the student press.

(d) This section does not prohibit the imposition of discipline for harassment, threats, or intimidation, unless constitutionally protected.

(e) This section does not prohibit an institution from adopting rules and regulations that are designed to prevent hate violence, as defined in subdivision (a) of Section 4 of Chapter 1363 of the Statutes of 1992, from being directed at students in a manner that denies them their full participation in the educational process, if the rules and regulations

conform to standards established by the First Amendment to the United States Constitution and Section 2 of Article I of the California Constitution for citizens generally.

(f) An employee shall not be dismissed, suspended, disciplined, reassigned, transferred, or otherwise retaliated against solely for acting to protect a student engaged in conduct authorized under this section, or refusing to infringe upon conduct that is protected by this section, the First Amendment to the United States Constitution, or Section 2 of Article I of the California Constitution.

76020. (a) The governing body of any community college district may exclude students of filthy or vicious habits, or students suffering from contagious or infectious diseases.

(b) The governing board of the community college may exclude from attendance on regular classes any student whose physical or mental disability is such as to cause his or her attendance to be inimical to the welfare of other students.

76030.

Consistent with requirements of due process of law, with the provisions of this article, and with the rules of student conduct adopted by the governing board under Section 66300, the governing board, the president of a community college or the president's designee, or an instructor shall suspend a student for good cause. In addition, the governing board is authorized to expel a student for good cause when other means of correction fail to bring about proper conduct, or when the presence of the student causes a continuing danger to the physical safety of the student or others. The suspension or expulsion of a student shall be accompanied by a hearing conducted pursuant to the requirements of Section 66017.

76031.

The adopted rules of student conduct may authorize the president of a community college or the president's designee to suspend a student for good cause as follows:

(a) From one or more classes for a period of up to 10 days of instruction.

(b) From one or more classes for the remainder of the school term.

(c) From all classes and activities of the community college for one or more terms.

The adopted rules of student conduct shall prohibit a student from being enrolled in any community college in the district for the period of suspension.

The president of the community college shall report all suspension of students to the governing board or to the district superintendent.

Whenever a minor is suspended from a community college, the parent or guardian shall be notified in writing by the president or the president's designee.

Nothing in this section shall be construed to prohibit the president of a community college or the president's designee from imposing a lesser disciplinary sanction than suspension. A lesser sanction may include, but need not be limited to, verbal or written reprimand, probation, or ineligibility to participate in extracurricular activities.

76032.

The adopted rules of student conduct may authorize an instructor to remove a student from his or her class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the chief administrative officer for appropriate action.

If the student removed by an instructor is a minor, the college president or the president's designee shall ask the parent or guardian of the student to attend a parent conference regarding the removal as soon as possible. If the instructor or the parent or guardian so requests, a college administrator shall attend the conference. During the period of removal, a student shall not be returned to the class from which he or she was removed without the concurrence of the instructor of the class.

76033.

As used in this article, "good cause" includes, but is not limited to, the following offenses:

(a) Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.

(b) Assault, battery, or any threat of force or violence upon a student or college personnel.

(c) Willful misconduct which results in injury or death to a student or college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the district.

(d) The use, sale, or possession on campus of, or presence on campus under the influence of, any controlled substance, or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code.

(e) Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the governing board.

(f) Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

76034.

No student shall be removed, suspended, or expelled unless the conduct for which the student is disciplined is related to college activity or college attendance.

76035. The president or the president's designee at a community college shall, of Section 245 of the Penal Code. upon the suspension or expulsion of any student, notify the appropriate law enforcement authorities of the county or city in which the school is situated of any acts of the student which may be in violation

76036. Any violation or violations of law, ordinance, regulation, or rule regulating, or pertaining to, the parking of vehicles, shall not be cause for the removal, suspension, or expulsion of a student from a community college.

76037. Nothing in this article shall be construed to limit the authority of a governing board to adopt additional rules and regulations which are not inconsistent with the requirements of this article. These additional rules may, among other things, prescribe specific rules and regulations governing

student behavior, along with applicable penalties for violations of the adopted rules and regulations, and may prescribe appropriate due process procedures, including procedure by which students shall be informed of these rules and regulations.