JOINT ACADEMIC SENATE
STUDENT AFFAIRS COMMITTEE

Santa Monica College

MINUTES

SEPTEMBER 10, 2013

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

Excused/Absent: Deyna Hearn, Nathalie Laille

1. Call to order 2:05 pm.
2. Introduction of members.
3. Minutes from May 28, 2013 approved as presented.
4. Presentation of this year's goals by the Esau:
    - Review Student Success Act Title 5 Regulations and revise all appropriate Administrative Regulations: Matriculation, Mandatory Assessment, Course Placement, and Challenge Prcedures
    - Ensure that all Administrative Regulations adopted by the Academic Senate are officially published on a timely basis.

5. **Discussions**

    a. **Issues from spring 2013 meetings**
        - No final draft of AR submitted through proper channels; no final version currently available of the official website. Esau will check with Denise Kinsella to see if they have final version, if not we will go back to the Academic Senate minutes, and then work with Lisa Rose to post them online.

    b. **Proposed Administrative Regulation Revisions**
       The committee discussed a number of administrative regulations to be reviewed during the academic year—in no particular order.

        a. **AR 4344: Students Dismissed from a Program as a Result of Unsafe Performance**
           Esau reported that the former SAC chair, Bea Magallon, requested feedback from different departments, but did not hear from all. Kiersten offered to check with Bob Myers for feedback.

b. **AR 4311: Grade Entries (use of FW grade)**

- Kiersten noted that beginning this fall 2013, the FW grade will be issued to select students; namely those who withdraw prior to the 60% deadline. This is being implemented primarily to facilitate the flagging of students who receive financial aid, whom must repay the college because of the unofficial withdrawal. Faculty has to tell if student got an F for stopping attending and not dropping the class or if the student was in class all the time.

- In the past we used to have FW and it went away. Question is, if the student participated or stopped participating; 60% participation allows the student to keep the money. Assigning an FW and how it will translate into an F on the transcript is not clear.

- Concern is faculty is now in charge in deciding to give an FW or F since students have up to 75% of the term to drop. It may encourage students to request faculty to get an FW. Given that Title 5 regulations indicate that an FW grade should only be issued after the student has ceased participation in the class past the last withdrawal deadline, issuing an FW grade as planned may not be possible. It was suggested that a legal opinion be requested.

- Students should be made aware of the use of this new grade thru e-blast as an alert to alert them of potential consequences. The meaning of FW must also be put in the syllabus.

- There are community colleges that require attendance from faculty each semester be submitted to Admissions Office. We have never been audited for attendance records. It is hard on the students to prove if they never attended.

- The course catalog has already been revised to account for the FW, but not the AR.

Title V - 55023 (c). Academic Record Symbols and Grade Point Average (refer to publication for complete interpretation. This is addressing financial aid.

- D grade   - less than satisfactory. It was pointed out as interpreted cannot be used for pre-requisite.

- F grade – earned for lack of participation

c. **AR 4111.4 – Mandatory Assessment, Course Placement and Challenge Procedures**

- Given the passage of the Student Success Act of 2012, we may revise some of our regulations to be fully consistent with the changes. SMC started mandating assessment nearly 10 years ago.

- A request was made by our articulation officer to consider granting placement waivers based on a grade o C-; however, our AR calls for a C or better grade.

- We would also like to add a provision for accepting the CSU's Early Assessment Program to grant waivers. Students typically take these in the 11th grade in English and math. In 2015 all students in CA high schools will be taking the test. This summer we started piloting EAP and CSU placement tests at SMC. We granted approximately 30 waivers. Esau will track those students in the fall semester and if necessary make some changes. If we are successful then we will expand.

- Availability of CSU EAP for placement at SMC to be communicated to students thru assessment website and Outreach counselors.

d. **AR 4405 – Student Bill of Rights**

- Changes in legislation and Education require we update this AR to add a nondiscrimination clause related to gender identity. Esau had requested that Student Affairs update this AR a couple years ago, but the committee did not get to it.

- There is also an ed code provision requiring that institutions identify a person to advocate for the needs of LGBT staff, faculty, and students. The college used to have a diversity officer but was removed when the person left. Any issues related to this is now handled by Human Resources.

e. **AR 4435 Responsible Use of Computer Resources**

- This AR has not been examined in 10 years. Esau approached Jocelyn Chong several months ago about a potential revision. Jocelyn Chong thought it would be best if the Information Technology committee examined it before we did.

f. **AR 4340 – Limits for Credit Course Enrollment**

- To continue with what was started last semester.

g. **AR 4111.6 – Transfer Credit from Foreign Institution**

- Kiersten pointed out that current practices are not consistent with the old language in the AR. Thus there is a need to update.

6. Other issues

- It was suggested that 2-3 committee members group in subgroups to revise the ARs we discussed. Once the proposed revisions are ready, we can bring them to the entire group for consideration.

- for next meeting, AR 4440

7. Meeting adjourned at 3:45 pm

8. Next meeting September 24, 2013 from 2:00-3:45pm, SCI-251

By Angelita Ramos

REV. ET