**Joint Academic Senate
Student Affairs Committee**

**Santa Monica College**

**Agenda**

**October 21, 2014**

1. Public Comments
2. Approval of Minutes (October 7, 2014; p. 2)
3. Chair’s Report
	1. Academic Senate Actions
	2. Committee membership changes
4. Old Business

	* 1. AR 4114—Matriculation (p. 3)
		2. AR 4331—Academic Renewal
		3. AR 4332—Progress Renewal
5. New Business
	1. Issuance of multiple degrees by SMC
		1. Discussion: Limitations
		2. Development of policy
6. Announcements

**COMMITTEE MEMBERSHIP**

TBN

Chair

Esau Tovar

Vice Chair

Interim Dean, Enrollment Services

310-434-4012

**Members**

Sara Boosheri

Professor, Mathematics

Laurie Guglielmo

Chair, Counseling Department

Shannon Herbert

Professor, English

Deyna Hearn

Dean, Student Life

Denise Kinsella

Associate Dean, IEC

Lucy Kluckhohn-Jones

Professor, Microbiology

Alicia Villalpando

Counselor, Transfer Center

**Student Representatives**

Caitlin Corker

Diana Gutierrez

**Interested Parties (non-voting)**

Benny Blaydes

Counselor, Associated Students

Gail Fukuhara

Counselor, International Counseling Center

Nathalie Laille

Counselor, Disabled Students Center

Annmarie Leahy

Recording Secretary

Maribel Lopez

Professor, Mathematics

**Fall 2014 Meetings**

2:00 – 3:45 p.m.

HSS-261 (Academic Senate Conference Room)

September 9, 23

October 7, 21

November 4, 25

**Student Affairs Committee**

**Minutes Tuesday, October 7, 2014**

Attendees: Esau Tovar – Chair, Kiersten Elliott- Vice Chair, Deyna Hearn, Lucy Kluckhohn-Jones, Laurie Guglielmo, Benny Blaydes, Sara Boosheri, Denise Kinsella, Nathalie Laille, Delores Raveling, Shannon Herbert, Gail Fukuhara, Alicia Villalpando, Caitlin Corker (Student Rep).

Excused/Absent: Jeffrey Lewis (Student Rep), Diana Guiterrez (Student Rep),

Agenda

1. Call to order 2:15 pm

2. Minutes from September 23, 2014 approved as is.

3. Chair’s Report

 a. Committee membership changes

i. Kiersten announced her new position as the Dean of Community and Academic Relations and

 Esau’s new position as Interim Dean of Enrollment Services. As a result Esau will no longer be

 able to chair the Student Affairs Committee. Esau will now be the vice chair of the Student

 Affairs Committee.

ii. Esau announced that a new chair for the Student Affairs Committee is currently being recruited.

 The committee will not be able to continue its work until a new chair is in place.

4. Old Business

a. AR 4114—Matriculation (p. 3)

 i. Natalie provided language to clarify the process DSPS uses regarding Accommodations #6

 Section A. The committee approved the new language.

ii. The committee made minor changes in language clarification purposes to the remainder of the

 AR.

iii. The AR is ready to be presented to the Academic Senate Executive Committee.

 5. New Business

a. Initial discussion on academic and progress renewals (p. 15-16)

i. The committee added language to ensure that AR 4331 does not conflict with our course repeat policy.

ii. AR 4332 will be reviewed at the next meeting.

6. Meeting Adjourned at 3:45pm

Respectfully submitted by Ann Marie Leahy

Rationale for Revisions:

This administrative regulation is being revised to bring us into compliance with the requirements enacted by the Student Success Act of 2102, which among other things redefined the matriculation process at California Community Colleges. The Act also articulated specific requirements constituting the Student Support and Success Program.

Article 4100 Admission and Registration

AR 4114 Student Support and Success Program

Student success is the responsibility of the institution and the student, supported by well-coordinated and evidence-based student and instructional services to foster student academic success. The goal of the Student Success and Support Program (SSSP) is to increase California community college student access and success through the provision of core matriculation services, including, assessment and placement, orientation, counseling, advising, and other educational planning services, with the goal of providing students with the support services necessary to assist them in achieving their education goal and identified course of study.

1. **Components and Participation**Following the submission of the admission application, all students will participate in the matriculation process unless specifically exempted from selected components of the process. Failure to fulfill the required components may result in a hold on a student’s enrollment or loss of enrollment priority until the services have been completed. The matriculation components shall consist of Assessment and Placement, Orientation, Counseling/Advising/Other Educational Planning Services/Education Plan Development (hereafter referred to as Counseling), and Follow-Up Services for at-risk students. Details concerning these components and exemptions are noted below.
2. **Matriculation Status**

Matriculation status shall be established for all new students at the time they submit their application for admission to the College. Their status shall be either “matriculant” or “exempt matriculant.”

Students are considered matriculants if they are enrolling at Santa Monica College for the first time and their goal is to obtain an Associate degree, transfer to a four-year college or university, or complete a career certificate.

1. **Exempt Matriculants**

An “Exemption” is a waiver or deferral of a student’s participation in assessment and placement, orientation, or counseling services which are required of students.

Any student who is exempt from assessment and placement, orientation, and counseling will still be given the opportunity to participate in these services. Exempt students may be subjected to the loss of priority enrollment as noted in Section 4 below. Information on exemptions and waivers is available on the Assessment Center website, the Schedule of Classes, and the College Catalog.

Once the period for exemption expires, students become matriculants, and must then meet any requirements from which they were initially exempted.

* 1. Orientation and Counseling (excluding education plan development)
	Matriculants may be exempt from the orientation and the counseling component if they meet any of the following requirements:
		1. Have completed an Associate Degree or higher;
		2. Have enrolled for a reason other than career development or advancement, transfer, attainment of a degree or certificate, or completion of basic skills or English as a Second Language course sequence;
		3. Have enrolled solely to take courses that are legally mandated for employment as defined in Title 5, Section 55000 or necessary in response to a significant change in industry or licensure standards;
		4. Are high school students enrolled only in advanced placement classes;
		5. Have previously attended SMC and are returning after a break in enrollment for no more than four semesters.
	2. Assessment and Placement
	Matriculants may be exempt from the assessment and placement component provided they meet the exemption criteria noted in Administrative Regulation 4411.4 (Section 3).
	3. Education Plan Development
	Matriculants may be exempt from the student education plan development requirement (part of the Counseling component) only if they are not a first-time college student.
1. **Required Institutional Services (55520)**

Santa Monica College provides the following matriculation components:

* 1. Orientation (55521)
	During orientation, students shall be provided with information on a timely basis regarding the following:
		1. Academic expectations and progress and probation standards
		2. Maintaining enrollment priority
		3. Prerequisites or co-requisite challenge processes
		4. Maintaining Board of Governors (BOG) Fee Waiver eligibility
		5. Description of available programs, support services, financial aid assistance, campus facilities, and how they can be accessed
		6. Academic calendar and important timelines
		7. enrollment and college fees
		8. Available education planning services
	2. Assessment and Placement (55522)
	Santa Monica College requires all matriculants to participate in English, ESL, and math assessment prior to enrolling in courses. As noted in AR 4111.4, S Santa Monica College:
		1. Utilizes assessment tests that are approved by the California Community Colleges Chancellor's Office to assess students’ English language proficiency and computational skills;
		2. Utilizes multiple measures in combination with assessment tests to place students into courses.
		3. Validates assessment and placement instruments for local use according to the CCC Chancellor’s Office guidelines for the validation of assessment tests to ensure they minimize or eliminate cultural or linguistic bias;
		4. Undertakes studies to ensure that no assessment test, method, or procedure has a disproportionate impact on particular groups of students;
		5. Informs students of alternate means by which they may place into college courses;
		6. Notifies students of assessment and placement requirements, including placement test preparation materials.
	3. Counseling, Education Plan Development, and Other Educational Planning Services (55523/55524)
	Santa Monica College provides a variety of Counseling services to new and continuing students, including:
		1. Assistance to students in the exploration of education and career interests and aptitudes and identification of an education and career goal and course of study;
		2. The provision of information guided by sound counseling principles and practices, using a broad array of delivery, including technology-based strategies, to serve a continuum of student needs and;
		3. Opportunities to develop an education plan outlining a course of study related to a student's academic and career goal. All matriculants must develop a one or two term abbreviated education plan prior to enrollment in their first semester. All matriculants are required to complete a comprehensive education plan encompassing the required goal coursework after completing 15-degree applicable units or prior to the end of their third semester.
	4. Follow-up Services (55525)
	The College shall maintain a follow-up system that ensures regular monitoring for early detection of academic difficulty and provides students with advice or referral to specialized services or curriculum offerings when necessary. Follow-up services shall be targeted to at-risk students, specifically students enrolled in basic skills courses, students who have not yet identified an education goal and course of study, or students who are on academic/progress probation, or who have been disqualified. Santa Monica College will refer students when appropriate to support services and will share information about curriculum offerings. These services include, but are not limited to, probation/disqualification interventions, academic early alert systems, and referral to other support services.

		1. Probationary Students:
		Santa Monica College requires students who are placed on academic and/or progress probation to enroll in a limited unit load and to meet with a counselor to develop intervention strategies and/or formulate an education plan to return to good standing.
		2. Disqualified Students:
		To return to good standing, disqualified students must meet with a counselor to develop intervention strategies and/or revise an education plan.
		3. Undeclared Students:
		Matriculants who have not declared educational goals must participate in career or academic selection counseling after completing 15 degree applicable semester units or prior to the end of their third semester at Santa Monica College.
		4. Basic Skills Students: (55520)
		Santa Monica College shall provide Basic Skills students with the opportunity to participate in a variety of support services, such as counseling services, counselor outreach to Basic Skills courses, tutoring, and supplemental instruction.
1. **Accommodations**

Accommodations for the select groups below may be provided by the College.

* 1. Students with Disabilities:
	 Santa Monica College shall provide reasonable accommodations to the disability-related needs of individual students.  Such accommodation shall be determined through an interactive process and on a case by case basis.  Participation in the DSPS program is voluntary and, therefore, no student with a disability shall be denied an accommodation for the assessment because he or she chooses not to use the services provided by that program.  Consultation is available with the ADA 504 Compliance Officer, if necessary.
	2. Extended Opportunity Programs and Services (EOPS):
	EOPS is authorized to provide services that are over, above, and in addition to services otherwise provided to all credit-enrolled students. Participation in EOPS is voluntary and no student may be denied necessary support because he or she chooses not to use specialized services provided by this program.
	3. English Language Learners:
	Santa Monica College shall ensure that SSSP services are accessible for English language learners and are appropriate to their needs. Modified or alternative services for limited or non-English-speaking students may be provided in English as a Second Language programs.
1. **Student’s Rights and Responsibilities: (55530)**
	1. All students shall be required to:
		1. identify an education and career goal after completion of the 15th unit of degree- applicable coursework, or prior to the end of the third semester, whichever comes first. Failure to fulfill the mandatory SSSP requirements may result in a hold on a student’s enrollment or loss of enrollment priority until the services have been completed.
		2. diligently engage in course activities and complete assigned coursework; and
		3. complete courses and maintain progress toward an education goal.
	2. Nonexempt first time students, prior to their first enrollment, shall be required to:
		1. identify an education goal;
		2. be assessed to determine appropriate course placement;
		3. complete online orientation;
		4. participate in counseling or other educational planning services to develop, at a minimum, an abbreviated student education plan. Failure to fulfill the required services may result in a hold on a student’s enrollment or loss of enrollment priority until the services have been completed.

7. **Program Effectiveness and Improvement**Santa Monica College shall establish a program of institutional research for the ongoing evaluation of the services funded through the Student Success and Support Program and use the research results as a basis to continuously improve services to students.

8. **Violations and Appeals (55534)**Formal written complaints about the matriculation process may be filed with the administrator in charge of the Student Success and Support Program or designee. Records of all such written complaints shall be retained in the Student Success and Support Program administrator’s office for at least 3 years after the complaint has been resolved or longer if necessary to meet other requirements.

When a complaint contains an allegation that the District has violated the provisions of the Assessment policy (55522(c)), the College shall advise the student, upon completion of the challenge procedure, that he or she may file a formal complaint of unlawful discrimination, pursuant to Section 59300.
Reference: California Code of Regulations, Title 5, Sections 55500, 55502, 55510, 55511, 55512, 55516, 55518, 55520-55534,

Reviewed and/or Updated: 4/29/03

Revised: October 7, 2014

**Rationale for Revisions:**

Santa Monica College’s policy on academic and progress renewal is very restrictive in contrast to most California community colleges. As transfer admission to UCs and CSUs continues to be more competitive, SMC students who performed poorly early in their academic career have a more difficult time gaining admission to the university because every substandard grade earned is used to calculate a transferable GPA. Many of these students go on to repeat a course with a substandard grade at another institution for any number of reasons. Given our current policy, these students are unable to petition for academic or progress renewal because the course was repeated elsewhere. However, Title 5 does not prohibit community colleges to academic/progress renew a course because it was subsequently repeated elsewhere. It should be noted that both UCs and CSUs will recognize academic/progress renewal transcript notations so long as the community college approves them. What this means is that a qualifying substandard grade will be disregarded in the calculation of the transferable GPA and our students will be able to compete on an even ground with other students who attend colleges with academic/progress renewal policies similar to the one we advance in the revisions below.

AR 4331 Academic Renewal

Academic Renewal is a process intended to facilitate degree and certificate completion and/or removal from academic probation. The student must meet with a counselor and complete an academic renewal petition. A maximum of 30 semester units may be disregarded under this policy. Final approval of the petition will be granted by the Admissions and Records Office. Limitations based on SMC’s course repetition policy will remain in effect.

 To qualify for academic renewal, the student must meet the following criteria:

1. The student’s educational objectives have changed such that repetition of the coursework at SMC is no longer appropriate.

2. . Coursework to be disregarded is limited to ‘D’ and ‘F’ grades of non-repeated SMC coursework.

3. . The student must have completed a minimum of 36 semester units of 2.0 GPA or a minimum of 24 semester units of 2.5 GPA or a minimum of 15 semester units of 3.0 GPA at an accredited college subsequent to the coursework to be disregarded. Units must be consecutive and must have begun anytime after the coursework to be disregarded.

4. . There must be a lapse of at least two years since completion of the most recent coursework to be disregarded.

All coursework will remain legible on the student's permanent record ensuring a true and complete record. The student’s permanent record shall be annotated so that it is readily evident to all users of the record that any course disregarded may not satisfy certificate, degree, or general education course requirements.

Reference: Title 5, Section 55765; Education Code Section 76224

Reviewed and/or Updated: 12/09/03, 7/22/08

Revised: October 7, 2014

AR 4332 Progress Renewal

Progress Renewal is a process intended to facilitate degree and certificate completion and/or removal from progress probation. The student must meet with a counselor and complete a progress renewal petition. All coursework will remain legible on the student's permanent record ensuring a true and complete record. A maximum of 30 semester units may be disregarded under this policy. Final approval of the petition will be granted by the Admissions and Records Office. Limitations based on SMC’s course repetition policy will remain in effect.

 To qualify for progress renewal, the student must meet the following criteria:

1. The student’s educational objectives have changed such that repetition of the coursework at SMC is no longer appropriate.

3. Coursework to be disregarded is limited to Withdrawal ("W") No Credit (“NC”), and No Pass (“NP”) grades. Withdrawal, No Credit, and No Pass notations earned in the same course cannot be disregarded more than twice from the student record.

4. The student must have completed a minimum of 36 semester units of 2.0 GPA or a minimum of 24 semester units of 2.5 GPA or a minimum of 15 semester units of 3.0 GPA at an accredited college subsequent to the coursework to be disregarded. Units must be consecutive and must have begun anytime after the coursework to be disregarded. Any withdrawal ("W"), incomplete (“I”) or no credit (“NP”) grades received during this time-frame will void the petition.

5. There must be a lapse of at least two years since completion of the most recent coursework to be disregarded.

Reviewed and/or Updated: 12/09/03; 07/22/08

Revised: October 7, 2014