

Alexandra Tower  
Chair  
Professor, Botany & Environmental Biology

Esau Tovar  
Vice Chair  
Interim Dean, Enrollment Services  
310-434-4012

**Members**

Laurie Guglielmo  
Chair, Counseling Department

Deyna Hearn  
Dean, Student Life

Denise Kinsella  
Associate Dean, IEC

Lucy Kluckhohn-Jones  
Professor, Microbiology

Karen Legg  
Counseling Department

Alicia Villalpando  
Counselor, Transfer Center

Betty Wong  
Professor, Mathematics

**Student Representatives**

Steve Maldonado

**Interested Parties (non-voting)**

Benny Blaydes  
Counselor, Associated Students

Gail Fukuhara  
Counselor, International Counseling Center

Nathalie Laille  
Counselor, Disabled Students Center

Maribel Lopez  
Professor, Mathematics

Mike Tuitasi  
Vice President, Student Affairs

**Fall 2015 Meetings**

2<sup>nd</sup> and 4<sup>th</sup> Wednesdays 1:00 – 3:00 p.m.  
\*Except when noted  
Science Conference Room (Science 251)

Wednesday, 9 Sept  
Wednesday, 23 Sept  
\*Wednesday, 14 Oct  
\*Wednesday, 28 Oct  
\*Wednesday, 4 Nov  
Wednesday, 25 Nov  
Wednesday, 9 Dec

# STUDENT AFFAIRS COMMITTEE

## AGENDA

9 SEPTEMBER 2015

1. Introductions
2. Dates of meetings (see lower banner)
3. Public Comments
4. Approval of minutes (12 May 2015-page 2)
5. Progress updates: Student Bill of Rights
6. Objectives 2015-2016
  - a. Academic Regulations (see below)
  - b. Subcommittee assignments
7. AR 4210/4210.1 – revisions (page 3)
8. AR 4440 – revisions (page 5)
9. Announcements

**Minutes:**Student Affairs Committee  
Minutes Tuesday, May 12, 2015

**Attendees:** Karen Legg - Chair, Laurie Guglielmo, Sara Boosheri, Denise Kinsella, Lucy Kluckhohn-Jones, Alicia Villalpando, Deyna Hearn, Benny Blaydes, Esau Tovar - Vice Chair, Nathalie Laille, Gail Fukuhara, Caitlin Corker (Student Rep).

**Excused/Absent:** Maribel Lopez, Tk Flory (Student Rep).

1. Call to order 2:15 pm
2. The committee voted unanimously to approve the minutes from April 28, 2015 with minor corrections.
3. Old Business
  - a. AR 4312: Faculty Initiated Grade Changes
    - i. The language referring to withdrawals has been removed from this AR. This AR was updated to indicate that it deals strictly with A, B, C, D, F, P and NP grades.
  - b. AR 4351: Catalog Rights
    - i. This AR was updated to indicate that the applicable catalog year rights will be posted on the transcript and the degree will be reported to the CCCCCO in the term in which a degree is granted.
  - c. Update AR 4410: Rules for Student Conduct
    - i. This AR went to Academic Senate Executive. The usage of both the words “welfare” and “safety” were questioned. The committee feels that the term “safety” best addresses physical concerns and “welfare” best addresses overall, mental and emotional concerns. The AR will go back to the Academic Senate Executive with this broader explanation.
  - d. Update AR 4405: Student Bill of Rights
    - i. Minor language changes were made for clarification purposes.
4. New Business
  - a. No new AR's were reviewed because we are too close to the end of the semester to get them through the Academic Senate.
5. Meeting Adjourned at 3:07pm

Respectfully submitted by Ann Marie Leahy

**Academic Regulations proposed for revision:**

AR 4110 Residence Regulations (rev. 5/2013)

- Needs to be recrafted in a generic manner since most residency provisions change regularly and in the end we must default to whatever Ed Code and Title 5 specify.

AR 4111.5 Transfers from Other Colleges (rev. 12/01)

- Need to revise to require transcripts as part of the admission process

AR 4111.7 Enrollment Overlap - Courses with Meeting Time Conflicts (rev. 4/29/03)

- Need to revisit the timeframe

AR 4131 Records Classification and Retention (rev. 12/11/01)

- Need to include language pertaining to who is the custodian of records and his/her responsibilities on behalf of the college.

AR 4133 Student Enrollment, Attendance, and Disenrollment (rev. 4/29/03)

- Adjust language on who processes apportionment reports, other minor tweaks.

## AR 4210 F-1 International Students (7/19/11?) &amp; AR 4210.1 Other Temporary Nonimmigrant Statuses

- Minor revisions; admissibility of F2 students

## AR 4314 Credit by Examination (7/19/11)

- Review and revise keeping in mind our bacc program

## AR 4342 Standards of Student Success – Probation and Disqualification (9/20/13)

- Alicia Villalpando had some concerns

## AR 4350 Graduation Requirements (12/3/13)

- Need to include bacc degree language)

## 4354 Career and Department Certificates of Completion

- Remind Guido and Jenny that Curriculum needs to review with respect to the 50% of units completed must be at SMC.

## AR 4355 Graduation Proficiency Assessments (11/14/06)

- Bacc degree impact

## AR 4435 Responsible Use of Computer Resources (12/11/01)

- General update

**REVISION OF ADMINISTRATIVE REGULATION 4210—F-1-1 INTERNATIONAL STUDENTS****Rationale for Revision**

The US Department of Homeland Security has recently issued new rules to increase opportunities for study by spouses and children of F-1 visa holders. The rule is meant to provide greater incentive for international students to study in the United States by permitting accompanying spouses and children of academic students with F-1 nonimmigrant status to enroll in study so long as any study remains less than full-time. F-2 spouses and children remain prohibited, however, from engaging in a full course of study unless they apply for, and DHS approves, a change of nonimmigrant status to a nonimmigrant status authorizing such study (i.e., F-1, J-1 status).

The administrative regulations below are amended to permit our admission of F-2 students. With respect to children, the provisions of our concurrent enrollment policies and limitations will remain in effect as articulated in AR3113.

**AR 4210 F-1 & F-2 International Students**

Applications will be accepted from those who wish to enter Santa Monica College as F-1 or F-2 status international students. F-1 and F-2 students will be admitted in both fall and spring semesters as well as winter and summer sessions. F-1 international students are required to enroll in programs of 12 or more units in the fall and spring semesters. F-2 students are limited to enrolling only on a less than full-time basis.

**Criteria for Admission**

~~In meeting the criteria for admission,~~ F-1 and F-2 (except those attending high school) students must:

1. Achieve a score of 450 or more on the TOEFL Paper-Based test, 133 or more on the TOEFL Computer Based Test, or 45 or more on the TOEFL Internet Based Test or the equivalent proof of English proficiency as determined by the Dean of International Education or other person designated by the Dean. A list of accepted proofs of English proficiency will be kept on file in the International Education Center. Proof of English proficiency is not required if the student's first language is English or if the student is applying to the Intensive English Program.

[F-2 students attending high school must meet eligibility requirements outlined in AR4113 High School Concurrent Enrollment and are subject to paying all applicable nonresident fees.](#)~~and~~

2. Be at least 18 years old on the first day of class attendance.~~;~~~~and~~
3. Provide proof of financial support that demonstrates the F-1 or F-2 student can meet the minimum estimated tuition and living expenses.

Applications for admission and information concerning the required English proficiency may be obtained from the ~~college~~ International Education Center. Applications, transcripts, and test scores must be filed according to published deadlines.

#### Criteria for Denial

An F-1 or F-2 student may be denied admission if the student has:

1. Previously achieved a degree at any collegiate, technical, or business institution in the United States and the coursework they are attempting to repeat is part of the achieved degree.~~;~~ or
2. Achieved less than an overall GPA of 2.0 from a United States university, college, or community college. Students who are failing to make academic progress at another institution may be denied admission to SMC.~~;~~ or
3. Presented false documents.

[Revised 9/9/15](#)

[Source: Education Code Section 76000; 34 CFR Section 668.16\(p\) & CFR Part 214](#)

### REVISION OF ADMINISTRATIVE REGULATION 4210.1—F-1-1 INTERNATIONAL STUDENTS

#### Rationale for Revision

Minor revisions are proposed to reflect recent changes permitting the enrollment of F2 students at approved colleges and universities as described in accompanying changes to AR4210.

#### AR 4210.1 Other Temporary Nonimmigrant Statuses

Santa Monica College will admit, ~~on limited matriculation for programs,~~ all persons ~~with in~~ temporary nonimmigrant status (except F-1 and F-2 Visa) to the United States. ~~These S~~students ~~in all of the above categories~~ will be subject to all nonresident tuition fees. Students on Tourist Visas (B1, B2 or "WT" Visa waivers), C, or D ~~or F-2~~ status may not enroll at Santa Monica College.

[Source: Education Code Section 76000, 68130.5 and 76140 et seq.; Title 5 Section 54045.534; CFR Section 668.16\(p\), 8 CFR Part 214](#)

Updated 09/09/2015

**REVISION OF ADMINISTRATIVE REGULATION 4440—ACADEMIC AND EXTRA-CURRICULAR FIELD TRIPS****Rationale for Revision**

As it stands, AR 4440 is not very clear with regard to academic field trips. Therefore, major revisions are proposed to better reflect the need for guidelines for both the extra-curricular as well as the academic field trips. Further, we propose to include acknowledgement of section 55220 in Title 5 regulations.

**AR 4440 Academic and Extracurricular Trips**

Arrangements for off-campus trips are the responsibility of the faculty member or faculty advisor associated with the class or student group, including clubs and other nonathletic extracurricular activity groups. Such arrangements must be compliant with section 55220 of the Title 5 regulation. Permission to conduct such off-campus activities with student groups must be obtained a minimum of two weeks prior to the activity. Submission of requests for approval differs for academic and extracurricular trips.

1. Instructors who wish to take their classes, or other extracurricular student groups, on trips off-campus must receive prior approval from the Vice President of Academic Affairs. . Such approval may be requested by submitting a Field Trip Form, in duplicate, to the Vice President of Academic Affairs. The Field Trip Form may be obtained from the faculty member's departmental administrative assistant or from the Office of the Vice President of Academic Affairs.
2. Advisors who wish to take their clubs on trips off-campus must receive prior approval from the Dean of Student Life. Such approval may be requested by submitting an Extracurricular Trip Form, in duplicate, to the Dean of Student Life.. Extracurricular Trip Form may be obtained from the Student Activities Office.

Transportation by Santa Monica College vehicles is sometimes available. Requests for such transportation may be made to the transportation department manager. Liability insurance (district blanket coverage) is available to advisors while in the normal pursuit of their duties.

**Responsibilities of Advisors and Instructors on Extracurricular Trips**

Advisors and instructors who take extracurricular student groups on off-campus trips are responsible for:

1. Obtaining written approval by completing and submitting the Extracurricular Trip Form to the appropriate college administrator two weeks prior to the scheduled trip.
2. Supervising the conduct of all students during the entire trip. Such conduct will at all times conform to the Santa Monica College Board of Trustees policy 4410 "Student Conduct."
3. Assuring that each student going on extracurricular activity trips possesses a current Santa Monica College student identification card.
4. Ascertaining that all drivers have current drivers' licenses and adequate automobile insurance if private vehicles are utilized for transportation.
5. Travel by private automobile may be used with the following provisions:
  - a. That the student's automobile is in a reasonably safe operating condition.
  - b. Students must be given instructions that include the time and place of departure and the time and place of arrival. Students must be instructed to proceed directly from the college or any other assigned point to the field trip site.
  - c. Parent Consent slips, available in the Student Activities Office, should be obtained for any student under 18 years of age.