

COMMITTEE MEMBERSHIP

Alexandra Tower
Chair

Professor, Botany & Environmental Biology

Esau Tovar
Vice Chair

Interim Dean, Enrollment Services
310-434-4012

AnnMarie Leahy
Secretary

Members

Laurie Guglielmo
Chair, Counseling Department

Deyna Hearn
Dean of Students

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

Johnathon Hughes

Interested Parties (non-voting)

Benny Blaydes
Counselor, Associated Students

Gail Fukuhara
Counselor, International Counseling Center

Nathalie Laille
Counselor, Disabled Students Center

Mike Tuitasi
Vice President, Student Affairs

Dione Carter
Dean of Noncredit and External Programs

Spring 2016 Meetings

1st and 3rd Wednesdays 1:00 – 3:00 p.m.

*Except when noted

Science Conference Room (Science 251)

- Wednesday, 17 Feb
- Wednesday, 2 Mar
- Wednesday, 16 Mar
- Wednesday, 6 Apr
- *Wednesday, 27 Apr
- Wednesday, 4 May
- Wednesday, 18 May
- Wednesday, 1 Jun

STUDENT AFFAIRS COMMITTEE

AGENDA

6 APRIL 2016

1. Call to Order
2. Public Comments (limited to 2 minutes per person)
3. ARs to consider
 - a. 4420 (Student Government) Page 2
 - b. 4342 (Progress probation)-
 - i. Report from Counseling (Page 4)
4. Approval of minutes
 - a. 2 March 2016 (page 7)
5. Announcements
 - a. ARs en-route for Spring 2016
 - i. Passed through Exec -29Mar16
 1. 4110 Residence Regulations
 - ii. Passed through Senate first read-22Mar16
 1. 4332 Progress Renewal
 2. 4111.6 Transfer Credit
 3. 4114 Student Success and Support

ARTICLE 4400 STUDENT CONDUCT, ACTIVITIES AND PROGRAMS**AR 4420 Enrollment and Scholarship Standards for Participation in Santa Monica College Student Government**

For the purpose of this AR 4420, an “officer” is a student who is elected or appointed to any student government position.

1. Determination of Eligibility for Candidacy:

The Student Government Administrator or designee shall determine eligibility of all student government leaders in accordance with this Administrative Regulation, and shall serve as the advisor to all governing bodies. All candidates for Associated Students officer must have a minimum semester GPA of 2.0 in the fall semester immediately preceding the semester in which they are elected, and a cumulative GPA of 2.0 in all work completed at Santa Monica College. All candidates for Associated Students officer must be in good standing (no current disciplinary sanction pursuant to SMC Board Policy 4420).

- a. Candidates for Associated Students President and Vice President must have completed a minimum of twenty units at Santa Monica College. They must have completed a minimum of eight of those units in the fall semester immediately preceding the semester in which they are elected.

In addition, candidates must meet one of the following criteria:

- i. They must serve as an Associated Students Director, Inter-Club Council Officer, Student Trustee, or Associated Students Commissioner in the semester in which they are elected; or
 - ii. They must serve as an active delegate of the Inter-Club Council or a club officer in any semester prior to the semester in which they are elected.
- b. Candidates for Associated Students Board of Directors in the student government of Santa Monica College must be enrolled in Santa Monica College at the time of election, and throughout his or her term, with a minimum of eight semester units.
 - c. Candidates for Student Trustee in the student government of Santa Monica College shall be enrolled in Santa Monica College at the time of election and throughout his or her term with a minimum of five semester units. Per California Education Code (Section 66016.3), only students exempted from nonresident tuition may serve as student trustee.

2. Maintaining Eligibility

- a. Elected or appointed Associated Students Board Directors who fail to complete each semester during their term with a minimum of eight units with a 2.0 GPA will be automatically removed from office, and will be ineligible for appointment to any Judicial Board, Joint Council, and Inter-Club Council position for the remainder of the original term of office.
 - i. If a student is enrolled in 6 units of Pass/No Pass courses, the cumulative grade point average will apply for determination of eligibility.
 - ii. The term of office, defined in the Associated Students Constitution, is July 1 to June 30.
- b. If the Student Trustee fails to complete each semester with a minimum of five units with a 2.0 GPA, he/she will be automatically removed from office, and will be ineligible for appointment to any Associated Students positions (e.g., Judicial Board, Joint Council, primary commissioner, ICC) during the remainder of the term of office.
 - i. If the student is enrolled in 5 units of Pass/No Pass courses, the cumulative grade point average will apply for determination of eligibility.
 - ii. The term of office, defined in the Associated Students Constitution, is June 1 to May 31.

3. Office Terms and Limitations for Elected Positions

- a. The Associated Students Board of Directors, the Inter-Club Council Chairperson /Vice Chairperson, and the Inter-Club Communication Officer shall hold no more than one elected or appointed office during their one (1) year term from July 1 to June 30.
 - i. No person shall serve in any one office of the Board of Directors positions for more than one (1) academic year term, nor shall any person serve on the Board of Directors for more than two (2) academic year terms total.
 - ii. No person shall serve in any combination of elected or appointed student government positions for more than (3) academic year terms.
- b. The Student Trustee shall hold office from June 1 to May 31. The Student Trustee shall serve for no more than one term.

4. Vacant Positions

- a. The Associated Students shall establish policies and procedures for filling vacant positions.
- b. The Associated Students shall fill Board vacancies in accordance with the regulations governing the filling of vacancies described in the A.S. Constitution.
- c. Directors who are appointed to the Board of Directors must meet the same eligibility standards as elected officers.

5. Other Student Government Positions

All candidates for Associated Student officer must be in good standing (no current disciplinary sanction pursuant to SMC Board Policy 4420).

- a. Associated Students Commissioners:
To be eligible for appointment and to hold office, Commissioners to Associated Students Directors must be enrolled in and complete a minimum of six units with a 2.0 GPA each semester that they serve, and have a cumulative GPA of 2.0 in all work completed at Santa Monica College at the time of appointment and throughout the term of service.
- b. Student Representatives to Campus Committees:
Students serve on campus committees in accord with Board Policy 2230 on Participatory Governance. They must be enrolled in and complete a minimum of six units with a 2.0 GPA each semester that they serve, and must have a cumulative GPA of 2.0 in all work completed at Santa Monica College.
- c. Student Club Officers:
Officers of student clubs must be enrolled in and complete a minimum of six units each semester with a minimum GPA of 2.0, and must have a cumulative GPA of 2.0 in all work completed at Santa Monica College.
 - i. Officers of student clubs may serve in the same office for a maximum of one year.
 - ii. Students may serve as officers of a club or clubs for a maximum of three years.

Reviewed and/or Updated: 4/2920/2003

Revised: 9/23/2014

Reference: Education Code, Section 76061, 66016.3

ARTICLE 4300 STUDENT PROGRESS AND GRADUATION**AR 4342 Standards of Student Success – Probation and Disqualification**

Santa Monica College (SMC) is committed to providing a broad range of academic courses, student services and programs to help students meet their goals. In order to achieve their goals, SMC students are expected to take responsibility for meeting the SMC Student Success Standards of “Academic Achievement” and “Timely Progress” as defined below:

1. Standards of Student Success**a. Academic Achievement:**

1. A student who has attempted at least 12 semester units of graded coursework and earned a cumulative total SMC GPA of 2.0 or higher meets the standards of academic achievement. The cumulative total SMC GPA includes grades from all SMC courses, but does not include grades received at other colleges or universities.

b. Timely Progress:

1. A student who has enrolled in at least 12 and not more than 30 semester recorded units and receives less than 50% total of “W,” “I,” “NC” or “NP” notations has met the standards of timely progress or;
2. A student who has enrolled in 31 or more recorded units and receives less than 40% total of “W,” “I,” “NC,” or “NP” notations has met the standards of timely progress.

Students who meet both the standards of Academic Achievement and Timely Progress will benefit from all the advantages of student life such as enrolling in a full course load if desired, access to financial aid and ability to participate in SMC programs and services (SMC special programs; Athletics; Student Government; etc.).

In addition, a 2.0 GPA is required to receive a degree from SMC, and to be eligible for certain types of General Education certification for transfer. A student who is concerned about academic performance at SMC should make an appointment with an SMC Counselor to discuss the situation and to create a plan for achieving Student Success.

2. Probation

Students who do not meet the conditions of academic achievement or timely progress will be placed on academic and/ or progress probation. Students on probationary status are limited to an enrollment maximum of nine (9) units in a fall or spring semester and an enrollment maximum of five (5) units in a winter or summer intersession. Probationary students may also face restrictions from financial aid and/ or SMC special programs in which they are involved.

There are two types of Probation: “Academic Probation,” and “Progress Probation.”

- a. Academic Probation: A student who has attempted at least 12 semester units of graded coursework and earned a cumulative total SMC GPA less than a 2.0 is placed on academic probation.

The cumulative total SMC GPA includes grades from all SMC courses, but does not include grades received at other colleges or universities.

b. Progress Probation:

1. A student who has enrolled in at least 12 and not more than 30 semester recorded units and receives 50% or more of total of “W,” “I,” “NC,” or “NP” notations is placed on progress probation
 2. A student who has enrolled in 31 or more recorded units and receives 40% or more of total of “W,” “I,” “NC,” or “NP” notations is placed on progress probation.
- c. Probationary Status Removal: Once a student’s status becomes probationary, the student must meet with a counselor as soon as possible to review the circumstances that led to probation, and to develop a student success plan, including a comprehensive student education plan.
- d. Probationary status will be removed when the student meets the Standards of Student Success for academic achievement and/ or timely progress:
1. If the student is on academic probation, probationary status will be removed once the cumulative total SMC GPA returns to 2.0 or higher.
 2. If the student is on Progress Probation, probationary status will be removed once the percentage of cumulative “W,” “I,” “NC,” or “NP” grades no longer exceeds the allowed percentages, as defined in Progress Probation section 2b.
- a. After two consecutive semesters of academic and/ or progress probationary status, a student will be subject to a lower enrollment priority as stated in AR 4111.8 Enrollment Priorities. A student with demonstrated extenuating circumstances can file an appeal with Admissions and Records.
- f. Effective Fall 2016, a student will lose eligibility for the Board of Governors Fee Waiver after two consecutive semesters of academic and/ or progress probationary status. Foster youth are exempted. A student with demonstrated extenuating circumstances can file an appeal with the Financial Aid Office.

3. Disqualification

Any student on academic or progress probation for two consecutive semesters will be subject to disqualification. There are two types of Disqualification: “Academic Disqualification” and “Progress Disqualification.”

- a. Academic Disqualification will result if the cumulative total SMC GPA below 2.0 is earned in a semester (fall or spring) following any semester of academic probationary status. However, any student on academic probation whose most recent regular semester grade point average equals or exceeds 2.0 shall not be disqualified but shall be continued on academic probation.
- b. Progress Disqualification will result if the cumulative SMC percentage of “W,” “I,” “NC,” or “NP” notations received exceeds the allowed percentages, as defined in Progress Probation section 2(b), in a semester (fall or spring) following a semester of progress probationary status. However, any student on progress probation whose most recent regular semester work does not exceed the allowed percentage of “W,” “I,” “NC,” and “NP” notations, as defined in Progress Probation section 2b, shall not be disqualified but shall be continued on lack of progress probation.

Disqualification is a serious academic matter, as it means a student has been dismissed from Santa Monica College. Disqualified students are not eligible to enroll in courses at Santa Monica College, receive financial aid, and/ or participate in SMC programs. In addition, disqualified students are often ineligible to transfer to other colleges or universities. Students who become disqualified after registering for the following semester will be administratively dropped from all registered classes unless reinstated by a counselor.

4. Reinstatement after Disqualification

Reinstatement to SMC after disqualification is generally based on the number of times a student has been disqualified. Students transferring to SMC who have been disqualified from other institutions will be subject to the same reinstatement policy as SMC students. Students coming from other institutions must submit all college transcripts before being considered for reinstatement.

The following is the SMC Disqualified Student Reinstatement Policy:

- a. All disqualified students wishing to be considered for reinstatement are required to submit a Petition for Reinstatement by the stated deadline for each term, as established by the Counseling Department. If a petition is received after the stated deadline, the student may not be considered for reinstatement for that term.

If a counselor determines that there is justification to reinstate a student, the student will be considered a readmitted disqualified student. The student will be allowed to enroll in up to a maximum of 6 units for a regular semester and up to a maximum of 3 units for winter and summer intersession. Once the student's status has changed to probationary status, the student will be limited to a maximum of 9 units for a regular semester and a maximum of 5 units for winter and summer intersession. Once students meet the SMC standards of student success, they will not have such unit limitations.

- b. After the first disqualification, students wishing to be considered for reinstatement to SMC are required to meet with a counselor to develop a Student Success Plan and petition for reinstatement for the desired semester.
- c. After the second disqualification, students are required to sit out for at least one semester. During that semester, students wishing to petition for reinstatement must meet with a counselor to develop a Student Success Plan. The counselor may determine any additional requirements to be met for reinstatement, for example, attendance at another college and the completion of a certain number of units with a certain grade point average may be required.
- d. After the third disqualification (and each disqualification thereafter), students are required to sit out for at least one year. Readmission to SMC after the year has passed will require a new application to SMC, a petition for reinstatement and must meet with a counselor to discuss possible readmission and to develop a Student Success Plan. The counselor may determine any additional requirements to be met for readmission, for example, attendance at another college and the completion of a certain number of units with a certain grade point average may be required.
- e. After two consecutive semesters of probationary status, disqualified status or readmitted status, students will be subject to a lower enrollment priority as stated in AR 4111.8 Enrollment Priorities.

Title 5, Sections 55030-55034

Reviewed and/or Updated: 9/16/03, 4/10/10, 11/20/12, 5/3/13, 9/20/13

§ 55032. Removal from Probation.

- (a) A student on academic probation for a grade point deficiency shall be removed from probation when the student's accumulated grade point average is 2.0 or higher.
- (b) A student on progress probation because of an excess of units for which entries of "W," "I," "NP" and "NC" (as defined in section 55023 and 55030) are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).

(c) The governing board of a district shall adopt and publish procedures and conditions for probation and appeal of probation and request for removal from probation. Such procedures and conditions may establish standards not lower than those standards specified in subdivisions (a) and (b) of this section. Specifically:

(1) A district may establish, as a minimum grade point average for removal from academic probation, a grade point average greater than 2.0; or

(2) A district may establish, as the minimum percentage of units of “W,” “I,” “NP,” and “NC,” a percentage less than fifty percent (50%) for removal from probation.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, 70902 and 76000, Education Code.

Student Affairs Committee
Minutes Wednesday, March 2, 2016

Attendees: Alexandra Tower - Chair, Esau Tovar - Vice Chair, Laurie Guglielmo, Denise Kinsella, Lucy Kluckhohn-Jones, Karen Legg, Alicia Villalpando, Betty Wong, Nathalie Laille.

Excused/Absent: Deyna Hearn, Gail Fukuhara, Benny Blaydes, Kymia Mahjouri (Student Rep), Steve Maldonado (Student Rep).

1. Call to order: 1:00 pm
2. Motion to approve minutes from February 17, 2016 by Laurie Guglielmo, 2nd by Lucy Kluckhohn-Jones. The Committee voted 8 yes - 0 no - 0 abstain, to approve the minutes as presented.
3. Old Business
 - a. AR 4332 Progress Renewal, AR 4111.6 Transfer Credit, and AR 4114 Student Success and Support are on the way to Senate Exec.
 - b. AR 4420 Enrollment and Scholarship Standards for Participation in SMC Student Government is on hold until Deyna is back in the office to participate in the subcommittee to review this AR. The Committee is also waiting to hear from the students regarding the proposed amendments they will be making to their constitution.
 - c. AR 4342 Standards of Student Success - Probation and Disqualification
 - i. Hannah Lawler presented data on a cohort of students to see whether student’s performance or completion was affected when the tiered percentage completion rate was changed.
 - a. The data presented was not conclusive enough to support status quo or to make a change in reducing the course completion rate from 60% to 50%.
 - b. Laurie is going to share the research with the Counseling Department and bring the feedback back to SAC.
4. New Business
 - a. AR 4110 Residence Regulations
 - i. Esau revised this AR to reflect legislative recent changes in residence classification standards.
 - ii. Motion to approve the revised AR by Lucy Kluckhohn-Jones, 2nd by Denise Kinsella. The Committee voted 8 yes - 0 no - 0 abstain, to approve the revised AR with a few amendments made for clarification purposes.

Student Affairs Committee Attendance and Voting

Date: <u>3/2/16</u>		Vote 1			Vote 2		
		1:10 PM			1:50 PM		
		mins: 2/17/16			AR4110		
		yes	no	Abstain	yes	no	Abstain
Voting Members	arrival						
Alexandra Tower, Chair	1:00 PM	x			x		
Esau Tovar, Vice Chair	1:00 PM	x			x		
Laurie Guglielmo	1:00 PM	x			x		
Deyna Hearn							
Denise Kinsella	1:00 PM	x			x		
Lucy Kluckhohn-Jones	1:00 PM	x			x		
Karen Legg	1:00 PM	x			x		
Alicia Villalpando	1:00 PM	x			x		
Betty Wong	1:00 PM	x			x		
Student Representatives							
Steve Maldonado							
Kymia Mahjouri							

Interested Parties (non-voting)							
Benny Blaydes							
Gail Fukuhara							
Nathalie Laille	1:00 PM						
Melissa Edson	2:15 PM						
Hannah Lawler	2:30 PM						
Total		8	0	0	8	0	0
1st		Laurie			Lucy		
2nd		Lucy			Denise		
notes:		minutes approved as is.			AR completely revised, revisions approved with minor adjustments.		

5. Meeting Adjourned at 3:00 pm

Respectfully submitted by Ann Marie Leahy