

Student Affairs Committee
Minutes Wednesday, April 5, 2017

Attendees: Beatriz Magallon, Esau Tovar, Jihyeon Cha, Donna Davis-King, Marisol Moreno, Denise Kinsella, Alicia Villalpando, Deyna Hearn.

Excused/Absent: Micca Cao (Student Rep), Adrian Restrepo (Student Rep), Stanley Hecht.

1. Call to order: 1:05 pm
2. Public Comments
 - a. Esau stated that he believes Lisa Rose finished working with the consultants on the AR's for Student Services, and that he will try to get a hold of them for the Committee to review.
3. Motion to approve minutes from March 22, 2017 by Denise Kinsella, 2nd by Marisol Moreno. The Committee voted 6 yes - 0 no - 2 abstain, to approve the minutes as presented.
4. Old Business
 - a. 4310 Final Examination and Grades
 - i. This AR was revised to clarify that conflict resolutions must be approved by the Department Chair or the Vice President of Academic Affairs.
 - ii. Motion to approve the amended AR by Alicia Villalpando, 2nd by Denise Kinsella. The Committee voted 7 yes - 0 no - 1 abstain, to approve the amended AR as presented.
 - b. 4310.1 Incomplete Grades
 - i. The Committee continued discussions about whether a "C" grade should be required for an instructor to be able to grant an Incomplete.
 - ii. Alicia proposed taking the question to the Department Chairs.
 - iii. Donna asked what the Committee is hoping to accomplish by requiring the "C" grade to grant an Incomplete. She asked what is in the best interest of the student, and if removing the "C" grade requirement would better enable faculty to decide for themselves what is in the best interest of the student on a case by case basis.
 - iv. Esau asked if we are really serving the best interest of the student by allowing them to pass a class with a "D" grade. He also wondered if removing the "C" grade standard may cause students to be treated unequally, without a standard guide for faculty to follow when determining whether to grant an Incomplete or not. Bea said that instructors may already be having exceptions based on student interactions. Esau also mentioned that students may retake classes in which they receive a "D" or "F" grade.
 - v. Bea read from Title 5 and stated that she does not believe the granting of an Incomplete was designed to ensure any particular grade but rather to afford an opportunity for a student to finish a course they would not have otherwise been able to complete due to an unforeseen circumstance.
 - vi. Marisol and Alicia requested more information before they are able to vote. Alicia suggested getting feedback from departments by introducing it at Department Chairs meeting.
 - vii. Esau expressed that faculty feedback is necessary if the Committee is considering either removing or decreasing the "C" grade requirement to grant an "I", as the decision will have the greatest impact on them.
 - viii. Donna requested a report on how many Incompletes are granted on average in a semester and how many of those grades get completed verses just converting to the default grade assigned at the time the Incomplete is granted. She also asked what the policy is for granting Incompletes at other comparable Community Colleges. She also expressed how she took this AR discussion to her department and they had discussion about the freedom to decide or not based on holding to the standard and if that was consistent.
 - ix. Esau said he will see what data is available regarding Incompletes for a one year time frame.
 - x. Bea said she will research the "I" policy for PCC, Mount Sac, El Camino, Pierce and Glendale Community Colleges. She will also reach out to the Department Chairs and request their feedback, as well as their faculty's feedback, on whether there should be a grade requirement or not, in order to grant an Incomplete.

- xi. Alicia asked how we educate the faculty and students on how to grant and complete an Incomplete. She asked if this information is included in a contract between the student and faculty at the time the "I" is granted. Some students may re-enroll in the course and the system should not allow them to.
- xii. Motion to send the Committee's questions about the AR to the Department Chairs by Alicia Villalpando, 2nd by Donna Davis-King. The Committee voted 7 yes - 0 no - 0 abstain, to send the questions to the Chairs.

5. New Business

- a. 4343 Remedial Coursework Limitation
 - i. The Committee decided to adopt the template from The Community College League's existing bank of proposed Administrative Regulations.
 - ii. Minor amendments were made to the language of the AR for customization purposes.
 - iii. Motion to approve the amended AR by Denise Kinsella, 2nd by Jihyeon Cha. The Committee voted 7 yes - 0 no - 0 abstain, to approve the amended AR as presented.

- 6. Motion to adjourn the meeting by Esau Tovar, 2nd by Denise Kinsella. The Committee voted 7 yes - 0 no - 0 abstain, to adjourn the meeting.

Respectfully submitted by Ann Marie Leahy