

Student Affairs Committee
Minutes Wednesday, April 26, 2017

Attendees: Beatriz Magallon, Donna Davis-King, Marisol Moreno, Denise Kinsella, Alicia Villalpando, Deyna Hearn, Stanley Hecht.

Excused/Absent: Esau Tovar, Jihyeon Cha, Micca Cao (Student Rep), Adrian Restrepo (Student Rep)

1. Call to order: 1:08 pm

2. Public Comments

- a. Bea expressed that the final exams and proficiency in math have already been approved by the Academic Senate. Additionally, that she researched the 5 colleges Esau said we compare ourselves to and found that none of them have a "C" average policy in allowing to award an incomplete grade.

3. Motion to approve minutes from April 5, 2017 by Denise Kinsella, 2nd by Marisol Moreno. The Committee voted 6 yes - 0 no - 1 abstain, to approve the minutes as presented.

4. New Business

a. Administrative Regulation Ch. 4 & Ch. 5 Matrices

- I. Bea explored her understanding of the matrices. She stated that the ARs are changing numbers, may be merging and some may move to curriculum. They will be more concise due to the inclusion of specific Title 5 language and possibly will be worked on with other Committees or departments.
- II. Alicia stated that they reference Accreditation standards, but we may want to focus on Title 5. The Matrix helps to inform when AR's need to be reviewed and updated and will reference possible old AR numbering systems.
- III. The Committee expressed that based on the Matrix, it was either combining or splitting ARs. Some are a part of the 5000 series, others 4000 series and they would like clarification as to how it applies to the committee. For example, Graduation requirements switched from 4250 to 5130. Maybe Esau wanted the Committee to look at the dates?
- IV. Bea stated that in the early fall the Committee will need to prioritize the ones that weren't reviewed, with the new numbers. Additionally she acknowledged that Esau suggested to stop reviewing the old ARs for this reason.
- V. Alicia stated that there will have to be adjustments to the catalog.
- VI. Denise stated that the new AR templates are not actual language, but is guidance on what should be included.
- VII. Bea proposed to wait for Esau's counsel in reference to how we're going to work with Matrix 4 and 5. Her understanding of how we're working is with the new templates from Lisa and with our referencing AR's. She still likes the grid we had at beginning of Fall term to alert us as to what needs to be reviewed.

No motions. The Committee will wait for clarification from Esau on use of Matrix 4 and 5.

b. AR 4124 Refunds

- I. Bea stated that this AR was folded. Additionally, there was no AR for fees, only refunds.
- II. Bea expressed that the League shows examples from other Districts and have added bullets at the top to the AR.
- III. The committee expressed clarification as to what "prohibited fees" entails. Bea had copies from CCCO Student Fee Handbook with explanation of legal opinion that was very specific.
- IV. The Committee expressed if SMC's database (Corsair Connect) displays optional student fees. It was confirmed by Estela that it is displayed. Committee didn't know that students could opt out on-line.
- V. The Committee questioned if students were able to opt out of paying certain fees, such as health, etc. It was confirmed that our technology does not allow that at this time.
- VI. Donna stated that the Committee needs to look at the current AR to see if we are including the prohibited fees and make the modification that is needed. There is a sense of responsibility in letting others know about these fees because budget and planning is affected. Students should also be informed of opting out process.

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- VII. Alicia expressed to adopt the bullets because they are very clear. Reformatting would cause complications and worry about changing the law. We are not interpreting, but prompted to use as is.
- VIII. Denise stated that we have to use what is there, and that we cannot change it.
- IX. Alicia stated that we should not remove fee types that currently don't apply to us. If the District decides to implement them in the future, it would be best to already have it in the AR.
- X. The Committee went over the differences in the fee types for clarification.
- XI. The Committee came to the consensus that the appropriate parties need to be informed about the fees. For example, MIS should know so the program could adapt the fee requirements. The Administrator in the Committee is in charge of making sure it is implemented. There is nothing currently to track the progress of MIS related changes to be made.
- XII. Deyna asked if Esau and Bea had a conversation regarding the ARs because of his role in Admissions. Bea stated that he is aware, but there has been no conversation at this present time specific to this AR. But he did state to stop revising the old ARs.
- XIII. Bea asked that the Committee come to a consensus as to how the AR should be positioned. For example, where the bullets would apply or how to make them fit SMC's local practice to be clear to all.
- XIV. The Committee wanted clarification as to why a student ID is optional but not refundable once paid. Why is it added every semester? Dee stated that the fees are interchangeable; they both are necessary in relation to riding the Blue Bus.
- XV. Deyna suggested that more clarification is needed in relation to understanding fees. She suggested organizing the fees into sub lists, such as required fees, non-refundable or refundable fees, etc.
- XVI. Deyna suggested to distinguish between terms/semesters. The Committee felt that based on the semester duration, in relation to fees collected, there needs to be clarification in the AR.
- XVII. The Committee expressed clarification on the refund processing time. They want to clarify questions they have and make sure AR reflects how we implement policy.
- XVIII. Deyna wanted to know if we could also adjust our sub lists into bullets. The Committee agreed.
- XIX. The Committee started to disperse the appropriate fees into the right sub lists.
- XX. Alicia asked how SMC mandatory A.S. Member Fees are prohibited fees under mandatory Student Activities Fees in the handbook. Currently SMC students cannot check or uncheck a box to indicate they don't want the optional fees. She felt we need to move to implement this into the system. She felt that AS and possibly others would be against it.
- XXI. Deyna recommends that the Committee invite Mike Tuitasi for more information regarding the AS fee. Additionally the ID card is a complex situation that is hard to explain.
- XXII. Bea stated that this is a great conversation to have with A.S. because it affects them.
- XXIII. Bea stated for the Committee should highlight their questions and will revisit this AR at the next meeting. Some minor changes were made to parts of the AR.

No motions implemented. The Committee will revisit this AR.

4. Old Business

c. AR 4343 Remedial Coursework

- I. Bea stated that it was brought back because of the new template and AR number. Additionally, she stated that they already had the final language, but not the new AR number. She showed the minor changes done by the League.
- II. Deyna asked if all the language was correct in the League's opinion. Bea confirmed it was.

Motion to adopt previously approved changes to the AR with the additional changes reflected in the template under the new AR number by Donna Davis-King, 2nd by Deyna Hearn. The Committee voted 7 yes - 0 no - 0 abstain.

- d. Bea proposed reviewing AR 5070 Attendance which was AR 4320 Attendance which was finalized by SAC committee and DE committee approved our changes but had not been submitted to academic senate yet so now will go through new template.

Meeting adjourned at 3:03p.m.

Respectfully submitted by *Devina Sheppherd*