

Student Affairs Committee
Minutes: Wednesday, October 4, 2017

Attendees: Beatriz Magallon, Esau Tovar, Denise Kinsella, Alicia Villalpando, Edgar Gonzalez (student rep), Kayli Weatherford, Donna Davis-King, **Interested Parties (Guests):** Carissa Vina

Excused/Absent: Daniel Freeman, Deyna Hearn,

1. **Call to order 1:02 pm**
2. **Introductions:** Bea welcomes our newest member (Edgar Gonzalez) and returning member Esau Tovar. The committee introduces themselves.
3. **Public Comments:** None
4. **Approval of Minutes 9/20/17**
 - a. Denise notes under public comments, 3C the word "committed" should be replaced with "admitted".
 - b. Denise notes a typo of Sherri Lee-Lewis's name.
 - c. Alicia recommends to differentiate between guests and committee members under attendees.
 - d. **Motion to approve the Minutes as revised by Denise, 2nd by Alicia. The committee voted 5 - yes 3 - abstain**
5. **Goals and Objectives for 2017-2018**
 - a. Bea mentioned she had sent Esau an email with questions as to whether the Student Affairs Committee (SAC) will revise some 4000 series AR's we had on our goals for the year. Bea asks Esau if he had met with Administrators yet for clarification. Esau responded he had only communicated via email with Georgia, and is going to set up a meeting with her to go over the AR's that will be the SAC responsibility.
 - i. Bea states at our last meeting some AR's had changed to 4000 series which SAC will put on hold, and would instead focus on the 5000 series. However, some of the 4000 and 5000 as noted on the list of Goals and Objectives have now merged into one AR.
 - ii. Bea asks if we should keep the AR's that are merged as for example 4230 and 4230.1 or keep it as one AR? Esau responded it may be appropriate to keep it as one, and have different sections for each sub topic.
 - b. Bea included an edited list of the priority list in the packets distributed to members. The new list included the new numbers. For instance Grade Entries and Incompletes will now be grouped together under 4230.
 - i. Bea further went over the priority list 1-7, and which AR's are now grouped together into new numbers.
 - c. DSPS AR's were all grouped together, Bea has given them to DSPS program leaders. However, they do not have time to address them this fall as they are going through program review. They have stated they will get to them by the spring.
 - d. Deyna Hearn has five AR's, she will work on those with AS Staff and Students. Bea suggested that Edgar and the other student representative be in the group to work on those AR's.
 - e. Bea states that 4411 and 4412 AR's are for Greg Brookins and the Honor Council. Esau notes the Honor Council only oversees the Honor Council 4412 regulation, 4411 Code of Academic Conduct for instance would fall on the District.
 - f. Bea labeled Recording of Classes or Redistribution of Online Course Materials as 5505.1 (formerly 4441), Bea asked Esau for clarification why it was identified as 5505 by the league. Esau responded it may have been because our current AR states students should seek permission before recording lectures, as materials are owned by faculty member. So possible violations of this could be considered a violation of academic conduct. Esau agrees it is fine to designate this 5505.1 as Bea thinks it should be under same code, but stand on its own.
 - g. Bea raised discussion of potentially changing the priority list one more time. This way we may address the AR's that are easier to tackle first.
 - i. Esau raised a concern regarding students that do not want to continue finishing High School, and/or are Home Schooled. Furthermore these students do not want to take any High School equivalency tests. Therefore, we have a few students that would like to be admitted before the age of 18, without a High School Degree. There are a few organizations that produce "High School Diplomas" within a week. This becomes an issue if the student would apply for Federal aid, once admitted to the college. Because of this, Esau suggests we review the AR that relates to the admission of students. Currently it does not define what a High School Graduate means.

h. New Priority list

1. Enrollment Priorities 4111.8/5055
2. High School Concurrent 4113/5011 & 4111.3/5010 California High School Proficiency
3. Attendance 4320 & 4133/5070
4. Records Classification 4131 & 4125 & 4135/5040
5. Withdrawal from Class 4321/5075 after all others from subcommittees

i. Motion to approve the new list by Donna, 2nd by Alicia yes – Unanimous

6. Update on AR 4124 Refunds

- a. Was approved by Academic Senate with a minor edit and is moving forward for signatures.
- b. Esau mentioned IT will program students who are eligible for BOG A, B or C to receive reduced parking fees and will be implemented starting Winter 2018.

7. 4111.8 Enrollment Priorities

- a. Language regarding pre-requisites and co-requisites should be left, since Esau says this may change.
- b. Esau suggests change "Priority Registration" to "Priority Enrollment" to remain consistent.
- c. The goal students put in when they apply such as: transfer, degree or certificate and basic skills help determine priority enrollment.
- d. Edited language regarding student participating in district designated special programs. Alicia suggests programs should be listed.
- e. The priority is determined by special program group, however within the group it is randomized and based on completion of SSSP steps.
 - i. Esau clarifies how SSSP applies to different student populations, for instance only a first time college student is required to take the Math and English Assessment test. If they have attended a different college they are not held to this requirement, and it does not impact their priority enrollment date.
- f. There is discussion whether the different groups, and how priority enrollment is determined should be listed in the AR.
- g. Everyone is in agreement that the 8 groups should be listed on the AR. Esau also wants to include completion of SSSP requirements. Bea will work on editing this for next time.
- h. Esau suggests there should be clarification regarding basic skills courses. Priority enrollment applies for credit courses only.
- i. Edgar asked if being enrolled in several special programs, within the same group, yields an earlier enrollment date. - No
- j. There is discussion regarding the appeal process for students placed on probation to improve their priority enrollment.
 - i. If a successful appeal is filed, should students be able to fully restore their original pre-probation priority enrollment date or only get an improved priority date. Donna wants this to be clarified on the AR and members question why they would not be able to have it restored. The financial aid appeal should be aligned with enrollment priority regulations. The recommendation is to look into this further. Bea will send Melissa an email to clarify if only newly placed students on probation get notification and how is the appeal process provided to students.
- k. Esau raised the concern that half of the students who are given priority enrollment, do not enroll on their designated dates. Alicia thinks this has to do with financial aid, as students who enroll early are not allowed to postpone their fees.
- l. Bea will work on editing the language for the next meeting based on the discussion and what is published in catalog.

8. Announcements (None)

9. Meeting adjourned 3.00 pm

Respectfully submitted by Malin Bohman