

Student Affairs Committee

Minutes: Wednesday, February 27, 2019

Attendees: Beatriz Magallon, Sheila Cordova, Donna Davis-King, Stanley Hecht, Denise Kinsella, Tom Peters, Mike Tuitasi, Alicia Villalpando

Guests: Nancy Grass, Benny Blaydes

Excused/Absent: Esau Tovar, Alexa Benavente: Student Rep, Lucia Aguilar-Cole: Student Rep

Call to order: 12:07pm

Introductions: Bea welcomed everyone back to the Student Affairs Committee and to the Spring semester, and she thanked everyone for their participation. Bea announced Sheila Cordova will replace Bridgette Robinson who was assigned a class that conflicted with meeting. She was excited that Sheila was able to join the Student Affairs Committee with short notice. Bea also informed the committee that Lucia Aguilar-Cole would be the new student representative for the semester.

1. Public Comments:

- Benny recommended support of AB 302 in an effort to support students that are homeless. He toured the UCLA student run shelter. Alicia quoted an article that stated 1 in 5 community college students in California is homeless. Benny mentioned for some community colleges in LA County where the statistic is over 30 percent for students that are homeless.
- Bea questioned if AR on Time Conflict is leading to lower enrollment – there's a minimum 30 minute gap that must be between main campus and satellite campuses even though it may take the student only 10 minutes. Bea understands this may be a local policy. Mike mentioned Dan Nannini sent something asking Esau and Teresita about this. Benny mentioned his student received approval by filing an appeal. Bea says she was told by a supervisor that they do not approve unless more than 30 minutes between classes due to the language in the AR. Bea suggested this may be an AR the committee reviews for its implications on enrollment.
- Alicia asked if the Committee can also review the AR on Course Enrollment and Enrollment Limitations. Other community colleges will slash substandard grades for courses that were repeated at another campus. We offer academic renewal, but do not for course repeat at another school. Other schools require a transcript to facilitate the process.

2. Approval of Minutes: November 28, 2018:

- Alicia recommended correction to Action Item – Motion to Approve Pass/No Pass. Per Alicia, there were three No's: Alicia, Tom, and Student Rep. Bea will find out which Student Rep voted. Nancy said AS President can always vote if a Student Rep is absent and the AS President is present, but currently AS Vice President is written in Constitution. This is only if the appointed Student Rep is absent. Alicia asked if the chair needs to be informed in advance. Nancy answered currently no notice needs to be given. Bea said Student Rep voting privileges are established during the first SAC meeting but she would allow if this scenario came up this semester.

Motion to approve with corrections, Donna Moves, Denise 2nd, (7) Yes (1) abstention at 12:27pm

3. Update On:

- a) AR 4230 Grading and Academic Record Symbols:

- Bea brought suggested changes. Main change from F to EW: *"In no case shall an excused withdrawal result being assigned an F grade."* The EW is for a student that has withdrawn. Bea and Denise suggested removing statement. Alicia, Stan, and Tom agreed. Stan recalled the other form for Late Withdrawal for extenuating circumstances which can be accepted up to 90 days after the end of the semester. Alicia asked if this was part of Title V language. Bea will verify.

Motion to approve this AR with the changes, Alicia moves, Donna 2nd, (8) Yes at 12:32pm

b) AR 5075 Adds, Drops and Withdrawals

- Updated language to be consistent with update on AR 4230.
- In item 4, *"During the first two weeks of a full length course or 10th percentile..."* Bea presented change to language from *"full length"* to *"semester-long"*. Tom mentioned a problem is that we call Winter and Summer semesters, too. Donna mentioned that we changed language from *"semester"* to *"term"* to avoid using *"intersession"*. Denise recommended using *"during the first two weeks of a 16-week course."*

Motion to approve this AR with the changes, Denise moves, Tom 2nd, (8) Yes at 12:37pm

c) AR 5040 Student Records, Directory Information and Privacy; Challenging Content & Access Log

- Bea let committee know that this AR was not presented for first read to Academic Senate since the District was looking into reducing fees for electronic transcripts or following Title 5 language which states the District must be able to demonstrate the actual cost of providing transcripts. We would require more information from the District to move forward.

4. Action Items:

a) AR 5430 Student Clubs & Organizations

- Nancy introduced proposed changes to regulation. Number 1 includes language allowing part-time faculty or classified staff member to serve as co-advisors and that an advisor may only serve as the primary advisor in up to two clubs per semester. Strike redundant language from Number 2.
- Sheila asked if primary advisor is required to be present if co-advisor is present. Nancy responded primary advisor not required if co-advisor is present. Primary advisor must be on campus and nearby during club meetings.
- Donna asked if the distinction between co-advisor and primary advisor is to differentiate their roles or to increase the likelihood of supervision. Nancy responded the goal is to protect the students. Mike added contractual reasons: part-time and classified are not contractually obligated. Nancy added that the full-time advisor accepts liability. Donna summarizes that the primary advisor is authorized to approve activities (and when submitted for funding).
- Donna asked if primary advisors can be co-advisors in other clubs (beyond the two club primary advisor limit). Mike said yes. Nancy added that there is no restriction, but we want to prevent overloading.
- Donna suggested including language that provides the distinction between the primary advisor and co-advisor, and their liable responsibilities. Benny responded that the language is included in other documents, outside the AR, to maintain flexibility to make changes. Denise recommended referring to that document in the AR.
- Donna recommended updating the language in Number 1 and to include where the advisor roles are defined.
- Nancy recommended updating Number 4 to include the Office of Student Life
- Under *"Club Events"*, Bea added language that requires a club primary advisor or designee

must be present at all approved club events. Mike asked if the designee needs to be approved by the Office of Student Life. Language added that a designee must be approved by the Dean of Student Life or Designee.

- Bea asked if "*Student Dances*" can be eliminated. Benny said last year's AS Banquet was also categorized as a dance. Donna asked if "clubs" should be defined. Nancy and Benny indicated some groups desire anonymity. Nancy confirmed all on campus groups of any kind go through Campus Life. Stan recommended updating language to "*Clubs or other approved campus groups*".
- Mike recommended updating "*Student Dances*" to "*Student Dances and Events*". Donna recommended updating "*Club Events*" to "*On Campus Student Events*" and updating the language. Donna asked if student groups have primary advisors. Nancy confirmed they do.
- Donna recommended updating "*Student Dances*" to "*Special Events*" as a subcategory, update "*On Campus Student Groups*" to "*Clubs or other student groups*", include examples "e.g. *dance, speaker, rally, protest, march*", and update the language for uniformity.
- Nancy said she wants students to plan special events with the Office of Student Life.
- Nancy mentioned "*Off-Campus Groups*" – off-campus groups wanting to have an event on-campus – shouldn't be listed under Student Life. Mike recommended archiving until finding the correct AR for it. Sheila recommended adding "*this goes under our purview.*" Alicia recommended leaving the last sentence with updated language "*For all off-campus groups...*"
- Donna asked to include a section for off-campus events for clubs or student groups. Nancy responded there is a separate AR for field trips, which include any events held off-campus. Stan recommended including language that refers off-campus events to the Field Trips section.
- Nancy recommended update of "*Free Speech Area*" to open space areas that can be reserved. Mike mentioned that anywhere outside of a classroom, a public space can be freedom of speech zones. Bea included BP 3900 on free speech areas. Mike mentioned a list of freedom of expression guidelines and will forward it to Bea to include after verifying with Campus Attorney.
- Bea recommended adding AR 4440: Academic and Extracurricular Trips and AR 4420: Enrollment and Scholarship Standards for Participation in SMC Student Government to this AR for Student Life so that all AR's in Student Life fall under this one. We will continue to work on this AR next meeting.

b) 5010 Admissions

- ***The committee did not have a chance to review this AR.***

5. Announcements:

- Sheila recommended a comment forum to send questions for guests to review before the SAC meeting.
- Bea asked if the committee was interested in an editable form. Several responses suggested questions only, no editable form.
- Bea said she would CC special guests on the invitation and committee members can Reply All with questions and proposals.

Meeting Adjourned: 1:59pm

Respectfully Submitted by Nicholas Chambers