

Student Affairs Committee
Minutes: Wednesday, March 13, 2019

Attendees: Beatriz Magallon, Esau Tovar, Sheila Cordova, Stanley Hecht, Denise Kinsella, Mike Tuitasi, Alicia Villalpando

Guests: Yongha "Eric" Hwang

Excused/Absent: Donna Davis-King, Tom Peters, Alexa Benavente: Student Rep, Lucia Aguilar-Cole: Student Rep

Call to order: 12:30pm

Introductions: Bea introduced Eric and announced that he will likely be replacing Alexa as student representative for the Committee.

1. **Public Comments:** None.
2. **Approval of Minutes: February 27, 2019:**
 - The Committee had no changes.
Motion to approve Minutes as is, Stan moves, Sheila 2nd, (5) Yes at 12:32pm
3. **Update On:**
 - a) *AR 4230 Grade Entries*
 - "In no case may an excused withdrawal result in a student being assigned an "F" grade."
Added back to AR 4230 because it is part of Title 5, Section 55024 language. Passed by Academic Senate.
 - b) *AR 5075 Adds, Drops and Withdrawals*
 - Passed by Academic Senate.
 - c) *AR 5040 Student Records, Directory Information and Privacy; Challenging Content & Access Log*
 - Bea said AR 5040 is still waiting for District on actual cost figures. Esau does not expect to receive feedback from District regarding eliminating or reducing the \$5 fee for electronic transcripts in lieu of the budget. Bea asked about allowing for two free electronic transcripts. Esau said he has not heard anything, but personally supports that idea. Bea will add it to the agenda for the next meeting.
4. **Action Items:**
 - Bea recommended changing the order of action items by beginning with Action Item "e: AR 5010 Admissions," because Nancy and Benny were not present to provide input and Eric could not yet vote for Action Items.
Motion to change the order of the agenda, Alicia moves, Esau 2nd, (6) Yes at 12:35pm
 - a) *AR 5010 Admissions*
 - Bea introduced AR 5010 Admissions. Red font indicates required language, and blue font indicates sample language used by other schools.
 - Bea asked if an AR specific to international students exists. Esau affirmed that there is one.
 - Bea asked about residence requirements for international students. Esau responded that it would rely on an expected legal opinion from the Chancellor's Office. Esau's proposal takes into account the overarching areas of credit, noncredit, resident and non-resident students.

Non-resident could be out of state or F-1. It refers to the AR specific to the admission of F-1 students. He said Admissions has a separate AR for residency that was last revised about two and a half years ago. Bea said if it was last revised two years ago, the Committee does not need to review it.

- Esau suggested striking AR 4111.3 California High School Proficiency Examination and General Education Diploma because the language will be included in AR 5010.
- Esau introduced his proposed language for AR 5010. It includes a brief section for non-resident students and references residency AR 4210 at the end, admission for credit and noncredit programs, including required language and provisions.
- Bea asked about out of state students. Esau responded that the Admissions standard considers out of state and non-resident the same.
- Esau is collaborating with Dee Dee Carter and the current language of all policies does not distinguish between credit and noncredit. Esau suggested that, moving forward, the Committee needs to begin incorporating noncredit language. He mentioned that the school is adding more programs (five full programs that offer a Certificate of Completion). Bea asked if these are being added to students' transcripts. Esau responded that is the goal, but it requires updates from MIS.
- Esau mentioned the school is piloting a noncredit admission application with CCC Apply that eliminates residency questions, is shorter, and may be available in July. He hopes the new application streamlines the process, because the current application method provides no direct communication. Alicia asked if the current method is still using paper applications. Esau confirmed it is a paper application process and there is no consistency with the types of noncredit application processes. He explained that currently there are five admission processes: credit, noncredit, F-1, IxD, and Emeritus. Esau has been meeting with Dee Dee to streamline these admission processes, starting with noncredit ESL, bicycle maintenance, and a few others.
- Mike asked if Community Education runs through Admissions. Esau said it does not.
- Bea mentioned that some students that have applied for noncredit admission do not realize they need to complete an application for credit admission and asked if our application process is outlined anywhere. She asked if there is any way to streamline the application. Esau responded that for credit, yes, for noncredit, hopefully someday, and for F-1, no because they are different. Bea asked if there is a way to make it easier for students. Denise responded that there is a dedicated page on the website. Bea suggested including a reference to website and language that says all students must apply. Bea asked about AB 540 students and how the process and requirement deadlines are unclear. Esau responded that residency is determined after the application is submitted.
- Denise recommended adding that F-1 students admitted as new students for Winter or Summer are required to enroll in four units. Esau agreed.
- Esau mentioned that the school does not have apprentice programs at this time, but including the language allows future programs.
- Bea asked if "Under 18" could be more specific to DOB. Bea asked if the hold could be released if the student turns 18 by a certain date. Esau said it is. Esau confirmed there is an auto release in place for two months into the semester. Bea asked what students under the age of 18 need to do, she thought the date was in December. Esau responded the student would need to verify the completion of GED, CHSPE, or other high school equivalency. Bea asked if there was any process for students who may lose the opportunity to enroll by their enrollment date because they have to wait for proof of their high school graduation. Bea asked if a letter from the registrar could be sufficient to confirm graduation. Esau responded not for this population, because they need to prove they are high school graduates. He said there have been a couple of incidents where students could not provide documentation, and the school could not admit them. Esau added that high school transcripts will have the student's

graduation date.

- Sheila asked what happens with Dual Enrollment programs and if there was a separate application process. Esau responded there is a separate application process covered under a different AR. Esau responded that all cases are audited, and he suggested not including this language because it may not apply universally. Alicia asked if there is a process for 17 year olds that graduate early. Esau responded that sometimes students graduate but still attend high school, and it requires clarification with the registrar.
- Esau confirmed that missing two consecutive fall/spring semesters requires a new application.
- Bea added "Residency Classification" after "AR 4110" and "and one day" after "one year"
- Bea asked if language can be changed to say "noncredit programs". Esau responded no, because some students will apply to both credit and noncredit. Stan suggested a language update. Esau suggested "noncredit courses". Denise provided intensive ESL as an example of noncredit course not available to all. Esau mentioned that funding for noncredit is limited, and the school focuses on career development and college preparation courses.
- Eric asked about ESL courses. Esau responded that both credit and noncredit ESL exist, and F-1 students cannot enroll in noncredit ESL because of visa restrictions.
- Esau suggested adding the language that students should be 18 years of age or a high school graduate or equivalent. Alicia asked if this applies to High School Concurrent Enrollment. Esau responded that it does not. Bea asked if foreign diplomas are equivalent. Esau responded yes, this language addition is intended for 13, 14 year olds attempting to enroll. Bea added "regionally accredited or foreign high school" to the language.
- Bea adjusted the language found under F-1/F-2 Status to "all terms".
- Denise recommended adding F-1 students admitted for winter or summer term must enroll in four or more units their first term and F-2 students are limited to enrolling on a less than full time basis.
- Esau recommended adding "for Credit Programs" to the title. Bea also said she would make sure the ARs referenced have the exact titles.
- Esau recommended a new paragraph before Noncredit Programs that states Students interested in participating in the High School Concurrent Enrollment program are subject to admission requirements outlined in AR 4xxx (Bea will locate the appropriate AR).
- Bea mentioned that the application process is still confusing for students in other programs. Sheila recommended adding a new paragraph to the beginning of the AR that explains application requirements – All prospective students must submit an application for admission. Mike asked if the requirement is specific to prospective students. Esau responded that returning students are also required to submit an application and recommended omitting "prospective".
- Alicia recommended striking "Vice President of Enrollment Development." Esau recommended replacing it with "or designee."
- Bea asked how students are funneled from noncredit to credit. Esau responded that the process is handled by noncredit counseling.
- Denise mentioned that the Dean of Enrollment Services does not oversee F-1 and F-2 enrollment. She recommended adding language that clarifies the Dean of International Education oversees F-1 and F-2. Esau asked if it has been determined that the Dean of International Education will oversee F-2. Denise responded to omit F-2 from her recommendation.

Motion to approve this AR with the changes, Esau moves, Denise 2nd, (7) Yes at 1:40pm

5. Announcements:

- Bea mentioned that Esau has an Information Item on affirmed names for next meeting.
- Next meeting will discuss AR 5040 because the district may not want to move forward with reducing transcript fees. Esau supports removing the \$5 fees for first two electronic transcripts.

- Associated Student ARs will return to Student Life for updates, and then sent to Bob Myers. Mike mentioned that Bob can attend an April meeting to discuss the freedom of speech components. Bea will add Bob as a guest for the meeting held on April 17th.
- Student Life back on the agenda for the meeting held on March 27th.
- Bea asked about DSPS. Esau mentioned that he thought Bob had an objection to DSPS. Mike said he will follow up with Bob.
- Esau asked if May might be a good time to take on a revision to Residency. He asked Denise if she had any revisions for F-1 and F-2. Denise responded that she did not.
- Bea mentioned there were AR's for review if we had time on probation and unit limitation.
- Esau proposed the Committee discuss the opportunity for parents to walk in place of their child that has passed to accept a posthumous degree. She asked if this could be considered under the degree AR. Esau mentioned it could be a new AR.
- Esau asked Mike if permanent classified staff are allowed to serve as club advisors and if it could be a problem with administrative regulation? Bea responded that it used to be allowed, then it changed to full time faculty. Esau mentioned that it has the potential to cut into a department's budget or can require comp time.
- Alicia asked if Student Life would be one AR. Bea responded that there are a total of four AR's.

Meeting Adjourned: 1:50pm

Respectfully Submitted by Nicholas Chambers