

Student Affairs Committee
Minutes: Wednesday, April 17, 2019

Attendees: Beatriz Magallon, Sheila Cordova, Donna Davis-King, Stanley Hecht, Denise Kinsella, Alicia Villalpando, Lucia Aguilar-Cole: Student Rep

Guests: Sara Nieves-Lucas, Summer Le: Student Rep

Excused/Absent: Esau Tovar, Tom Peters, Mike Tuitasi, Eric Hwang: Student Rep

Call to order: 12:14pm

Introductions: Introduced Lucia and Sara.

1. **Public Comments:** None.
2. **Approval of Minutes: March 27, 2019:**
 - The Committee had no changes.

Motion to approve Minutes as is, Denise moves, Donna 2nd, (6) Yes at 12:18pm

3. **Update On:**

a) *AR 5010 Admission Eligibility*

- Bea introduced AR 5010 and reminded the Committee that the last paragraph referring to F-1 and F-2 students needed review.
- Denise responded that she received an answer. Dee Dee Carter researched the Committee's question and pretty much nobody allows F-1 students to take noncredit courses, and the colleges generate apportionment contributing to FTES for noncredit students and that allowing international students would be like double-dipping since the international students also pay for the classes. More importantly, SMC noncredit courses are funded by Workforce Innovation Opportunity Act (WOIA), which stipulates the College cannot enroll international students and doing so would jeopardize WOIA funding.
- The Committee expressed appreciation for Dee Dee Carter's research.
- Stan recommended including language that states F-1 and F-2 students cannot enroll in noncredit courses. Alicia agreed. Denise asked if information regarding funding should be included. Donna recommended *in accordance with noncredit funding requirements* with the language *funding* added by Alicia and *noncredit* added by Denise.
- Donna asked for language clarification with *Authority to oversee the admission...* Alicia responded that the phrase *Authority to oversee* should be removed, and paragraph should begin *The admission...*
- Donna asked if *fall* and *spring* should be capitalized. Denise said they do not need to be capitalized. Bea responded that she thinks the Committee has been doing so. Stan suggested *winter* and *summer* should also be capitalized.

Motion to approve this AR with changes, Denise moves, Stan 2nd, (6) Yes at 12:26pm

b) *AR 4226 Enrollment Overlap & Time Conflict*

- Bea introduced AR 4226 and advised the Committee that she made some changes before the meeting based on Santa Barbara City College's language because Esau said the Committee uses a lot of samples from Santa Barbara City College. Bea included the existing language for comparison.
- Bea said the existing language was not clear on how the student would know about the minimum 30-minute

gap, and it talks about how the instructor would have to fill out the form in two different areas. Bea added a section to clarify.

- Bea retitled it *Overlapping Enrollments and Minimum Enrollment Gaps* to clarify.
- Denise responded that she found the first bullet point confusing and suggested moving it to number one under the section on exceptions. Donna agreed and asked if it is an overriding criterion, where no approval is possible if the overlap is more than 15 minutes, and suggested adding more detail. Alicia responded that they are all exceptions because students may not enroll in different sites unless there is a 30-minute gap, but the student can petition, and that Esau said it would be reviewed case-by-case and if the student is driving and can make it in 10 to 15 minutes, the student will be given the opportunity to enroll. Alicia said it was misleading and recommended changing the language to *Students are prevented from enrolling in same campus classes unless there is a minimum 10-minute gap between classes*. Donna suggested *if any of the following conditions exist: classes overlap by more than 15 minutes*. Denise responded that the overlap language is separate because it is different than having a gap and an exception has to be made for any overlap. Bea asked if the 15 minute overlap is a hard requirement. Denise responded that it is. Sheila responded that the paragraphs before this section outline this requirement and recommended changing the language to *if the following conditions are met, petitions can be made* as opposed to repeating the title. Bea asked if the 10-minute and 30-minute gap should be moved to the top. Sheila responded that it should stay below because it is a hard rule. Denise responded that the gaps are not hard rules, but the 15-minute overlap is a hard rule. Donna said it is important to make it clear to students what is going to be prevented, what is petitionable, and what is the hard and fast boundary. Donna recommended changing language to *Students are prevented from enrolling in the same campus classes if the following conditions exist...* Alicia and Denise responded that they prefer the former language. Denise suggested the Committee not follow SBCC's template and use the existing language because it is already spelled out pretty clearly. Alicia agreed. Bea responded that number two does not talk about how the student petitions. Lucia responded that the portion *A student seeking consideration...* at the bottom of the added language does provide an explanation and could be moved higher. Denise suggested moving it below number three of the existing language. Sheila suggested it could be moved before all of the exceptions. Denise responded that it should be put before the existing language. Denise recommended inserting exception language after section number two to tell the student what to do before indicating where to find the form. Alicia responded that it applies to numbers two and three and suggested putting it before two. Denise responded that it should be after number two because number two sets the limitation and number three explains the exception. Sheila asked it would make sense to have it before the exceptions. Denise responded that it should come after because it should first explain the rules and then the exceptions.
- Donna recommended adding the language *Exceptions may be considered by petition as described below* onto paragraph one.
- Sheila recommended adding *a class that overlaps up to 15 minutes may grant approval*.
- Donna asked for the purpose of paragraph two. Denise responded that it gives permission to make exceptions to the overlap rule. Donna asked why it is needed to explain why there is overlap. Alicia responded that Esau's rationale is that in some cases there are not many sections of certain courses, and an exception can be made. Donna recommended removing it. Lucia and Bea agreed. Denise and Alicia disagreed. Stan suggested restating the second paragraph as *Unforeseen conditions may require the college to modify course schedules thereby creating overlapping courses* and adding the existing language starting with *The College authorizes the Dean of Enrollment Services...* Denise disagreed with using the word *Unforeseen* because the conditions are known and suggested changing it to *Certain*. Denise recommended keeping the existing language regarding consecutive classes.
- Donna asked about 15 minute overlap. Denise explained that classes may not overlap more than 15 minutes, but classes overlapping 15 minutes or fewer still needs approval. Donna asked if that could be a separate criterion. Bea suggested moving the rule that classes cannot overlap more than 15 minutes after the exceptions. Denise responded it is better to state what will not be considered before introducing exceptions. Donna asked if the language could be changed to contrast the more than 15 minutes rule from the 15 minutes or fewer exception.
- Stan recommended changing the language of existing section number one to *Students may not enroll in classes that overlap by more than 15 minutes* to make it clearer. Denise agreed and recommended adding *If a student is requesting an exception for classes that overlap by 15 minutes or fewer...* Sheila recommended adding the language *The faculty member whose class time is impacted may grant approval...* Alicia

recommended adding the language *approval is required*. Denise recommended the language *recommended by instructor*. Donna recommended the language *may support*. Denise recommended the language *The student must submit* and Stan suggested replacing *must* with *is responsible to*. Stan recommended adding language *provided the petition is submitted* to the exception section.

- Donna recommended continuing sentence to state *If the student is requesting an exception for classes that overlap by 15 minutes or fewer, the faculty member whose time is affected...* Alicia recommended changing *affected* to *impacted*. Donna asked if *move forward* "Time Conflict form" should be changed to clarify that the petition is a two-part process. Bea agreed that the petition can still be denied after instructor approval. Alicia pointed out that instructor approval is required, not granted. Denise suggested using *recommendation* rather than *approval*. Bea responded that the instructor is approving the request. Denise asked if it is confusing if the instructor approves it but it ends up not approved. Stan recommended changing it to *signing*. Donna suggested changing *may approve* to *may support the student's enrollment request by signing the time conflict approval form*. Donna asked if it should include where it is submitted. Alicia suggested adding the criteria the instructor needs to include when completing the form. Donna recommended adding *it must be submitted to Admissions for final consideration*.
- Sheila asked if the student or the instructor submits the form. Alicia responded that the student submits it. Sheila recommended including *The student must submit*. Lucia responded that it is explained later. Stan recommended *The student is responsible to submit*. Lucia recommended moving language *...no sooner than two weeks before a term begins and no more than two weeks after the class has started* to the top.
- Denise recommended making distance/time conflicts number two and number three becomes the process for obtaining approval.
- Lucia recommended separating rules and steps.
- Alicia recommended changing number two to *In case of time conflicts due to:* with a list of exceptions. Stan recommended adding that *students may not enroll in same-campus classes unless there is a 10-minute gap*. Alicia recommended adding *for travel between classes*. Stan recommended changing the language to *Students may not enroll in:* followed by rules. Denise responded that the distance/time gaps do not require faculty approval because the student will arrive on time and is not going to miss class.
- Summer recommended separating the rules from the exceptions.
- Donna recommended adding *students will be prevented from enrolling in...* Denise responded that students are prevented from enrolling in classes that have any overlap.
- Denise indicated that overlapping and distance/time gaps are not parallel and should not be treated equally. Denise recommended the Committee returns to the original language. Alicia and Stan agreed that the highlighted language is confusing.
- Sheila made a general comment: it would be really helpful if there were a general set of rules, a template. For example, list what cannot be done, but at the end it says *Exceptions* so there is a formula so that each section is formatted the same.
- Donna recommended *Students are prevented from enrolling in classes when there is a time overlap or gap infringement*. Alicia responded that it is adding new language. Denise responded that the problem is the Committee is trying to treat the process for the exception as the same, but it is not, and they should be treated separately.
- Sheila recommended applying format of Rules, Exceptions, and Process. Denise recommended applying the new format to the existing language. New language separates the rules, exceptions, and procedures for 15 minute overlap from the distance/time needed for the 10-minute gap and 30-minute gap. Bea made formatting adjustments.
- Denise recommended adding *if the student can demonstrate that they are able to arrive to class on time, they may request an exception*. Alicia responded that the petition does not say that. Bea responded that it does, because the student has to justify. Bea wanted to return to the language regarding instructor approval. Donna responded that the instructor does not need to approve it. Sheila asked to verify that the student just needs to file it with Admissions. Bea responded that her previous example did require instructor approval. Sheila agreed that she has had to sign a form in the past and asked if it is a different form. Bea responded that the instructor had to sign, but they didn't really have to make up time. Sheila responded that this was correct, she didn't have to fill out anything else. Denise responded that it is a slightly different process.
- Sheila recommended adding language to the overlap exception that the student will need to make up time outside of scheduled class time. Bea responded that the language exists.

- Sheila recommended adding that an instructor's signature is needed for 10-minute gap and 30-minute gap exceptions.
- Alicia indicated that the Time Conflict Approval Form does not have an area for the student to explain how they will arrive to the second class on time. Sara responded that it is part of the second page. Alicia asked Nick for clarification on the Time Conflict Approval Form. Nick responded that a student must submit a Time Conflict Approval Form and if the time conflict is beyond the limit it is rejected by a Student Services Clerk. Nick added that the student may appeal the clerk's decision by completing a Petition for Special Consideration. Bea responded that this petition process is not addressed in the AR and the student she assisted did not complete a Petition for Special Consideration. Denise responded that a petition was not completed because Esau was involved. Bea responded that Jose had denied it and recommended a change to the AR. Bea added that Esau advised Jose he could approve the 30-minute gap because as long as the student is driving and it is not the Malibu campus, the student can arrive in 15 minutes. Alicia responded that the form does not have a space for the student to write an explanation. Bea responded that it is a problem with the form, but the process is within the AR. Alicia responded that there is an automatic denial. Denise responded that it is an issue with the procedure that needs to be discussed with Esau. Alicia responded that if it is going through a Petition for Special Consideration, it needs to be incorporated into the AR. Sheila recommended clarification with Esau. Alicia said the form needs to be updated to include all exceptions. Denise responded that it is written for time conflict, not for enrollment gap.

No motion. This AR is still under review.

4. Action Items:

a) *AR 4340 Credit Course Enrollment Limitation*

No motion. The Committee did not review this AR.

b) *AR 5420 Associated Students Finance*

No motion. The Committee did not review this AR.

c) *AR 5410 Associated Students Elections*

No motion. The Committee did not review this AR.

d) *AR 5430 Student Clubs & Organizations*

No motion. The Committee did not review this AR.

5. Announcements: None.

- Sara will not be able to attend the May 1st meeting to discuss AR 4225 (old AR 4340) and could attend the May 15th meeting.
- Next meeting scheduled for May 1 will review Student Life.

Meeting Adjourned: 2:00pm

Respectfully Submitted by Nicholas Chambers