

Student Affairs Committee Minutes:
Wednesday, April 18, 2018

Attendees: Bea Magallon, Esau Tovar, Mike Tuitasi, Denise Kinsella, Donna Davis-King, Daniel Freeman, Stan Hecht, Alicia Villalpando, Kayli Weatherford

Excused/Absent: Francisco Munoz: Student Rep, Arthur Sanchez: Student Rep

Call to order 1:05 pm

1. **Public Comments:** Esau gave an update from the Chancellor's Office regarding a legal opinion submitted concerning a student who reported that she graduated high school from Kellogg Academy, A non-accredited school.
Question Submitted: Are California Community Colleges required to accept diplomas issued by private unaccredited schools for purposes of making admissions decisions under education code section 76000.
Chancellor's Office's Response: No. California Community Colleges may, but are not required to accept diplomas issued by private unaccredited schools for purposes of making admissions decisions under education code 76000. Title 4 from federal financial aid, concerns about diploma mills, renders any further attempts irrelevant. They cannot appeal the chancellor's office decision. Criteria has been posted on admissions website.
2. **Approval of 03/28/2018 Minutes:** Bea calls for Motion to approve the minutes as they are.
 - Motion to approve by Alicia, 2nd by Donna, Esau & Mike abstain (2), (6) yes
3. **Update on AR 4113 H.S. Concurrent Enrollment & AR 5440 Dual Enrollment (AR 5011) AR 4124 Fees (Implementation: When & What) AR 5140 DSPS (Revised by DSPS:4115/4345/4353/4353.1) AR 4230 Inclusion of Grade Entries & Incomplete Grades (4310/4310.1/4311):**
 - a) AR (4124) Fees & Refunds:
 - Bea provided update that parking pass fees will be reduced for student's receiving a California Promise Grant, Formally the Board of Governor's Fee Waiver beginning summer 2018. \$30 for full terms (Fall & Spring), \$15 for short terms (Winter and Summer).
 - Student ID fees, Rush/expedited fees of \$30 and how students opt out: It was brought up that the discussion on these fees does not need to come back to the committee for review because already passed. Committee agreed that it was outside their purview as to why college not following regulation on prohibited practices or making it easier to opt out. Mitch, Nate and Mike should follow up outside of the committee.
 - b) AR (4113) Admissions and Concurrent/Dual Enrollment:
 - New AR 5011 passed and ready for signature.
 - c) AR 5140 DSPS:
 - Four Combined AR's for DSPS. The Department has already done the work at the beginning of the semester, ready to come back to the committee and needs to be added to the agenda for the committee to consider.
 - d) AR 4310,4310.1, 4311: Grade Entries and Incomplete Grades (4230):
 - Bea brought up as something that can be discussed by the committee. Sal Veas Business Department chair, said that for non-credit not all of their grades are part of our grading system, if we can integrate into (4311) new grade to implement for non-credit courses SP,NP,IP and have discussed in the past to bring up EW as a grade option. Bea put it up for discussion to the committee.
 - Esau mentioned this is a discussion he has had with Jenny Merlic and both have been asking for proposed administrative regulations wording. It is not ready, can easily integrate grading symbols, NP is already in effect, it is a grade we can use. The new title 5 language for non-credit that no other grade may substitute for the satisfactory progress grade. Up until now the regulation has been non-existent. Orange coast College has large non-credit program and have created their own grading systems, using NP and SP. Esau suggested that if they can provide an initial proposal with the exact wording and detail, it would be helpful for the committee to consider.
 - EW (Excused Withdrawal) should be straightforward to add to regulation does not impact progress in the course, fairly straight forward in adding it to an administrative regulation. Challenge would be MIS implementation. Details that the instructors and department chairs to discuss among themselves and propose a grading scale.

- Donna asked will the IP grade replace the I grade, Esau responded that he would want to understand why they would want to use IP if the SP already available, so the idea there, is that the student started the class in week 1 of the semester and stopped attending week 4, class is 12 weeks, would they be getting SP or at what point does SP count? The student made enough progress, we are not talking about the same system we use for credit courses. This is what needs to be defined.
- Esau stated that his opposition to use IP simply is that this has been intended to be reserved for open entry open exist courses that we have very few of at SMC. Non-credit, the intention is that they are not going to be open exit. Courses are to be taken and completed by the student in the term that it is offered, but if student stops attending would they be getting a W or would they be getting a NP, these are the details that need to be thought about by the faculty that will be teaching these courses.
- Committee agrees that we will hold off on reviewing this until they have proposed language to review.

e) AR For Student Life:

- Bea asked Mike about the AR's for student life. Mike-Bob Myers is reviewing them. Nancy, Benny have looked at them. Want to see if those AR's will be ready and able to review by the committee by next meeting?

4. **AR's for Consideration:**

a) AR 4320 Attendance & 4133 Student Enrollment, Attendance & Disenrollment (AR 5070)

- AR 5070- Need to follow up with financial aid on how they phrase the question and when they check back. Esau asked the committee for their suggestions to be given to him, he can make changes to the form for when the instructors log into M professor and the initial email that goes out to faculty.
- Donna did a mini survey with her faculty;
- **First Question:** When I select poor performance as a reason for giving a student an F grade, that decision is informed by? Everyone listed that it has to do with grades or scores or assignments. There was a consistency on how they measure poor performance.
- **Second Question:** When I select non-attendance or poor attendance for giving a student an F grade that decision is informed by? She received 10 different responses, one mentioned selected non-attendance when all the recorded scores for the student after the 60% of semester is missing. Everyone else had a different explanation, missing attendance points, were not there for 25% of class sessions, someone that should have dropped the course, but didn't and student received an "F".
- Donna suggested that the committee provide guidance to financial aid on how to better phrase the question and or improve the explanation to faculty.
- Esau says it should just be non-attendance, nothing to do with grades. For financial aid purposes they stopped attending the course before 60% of the course. The deadline is posted on M professor. For California there is no requirement that faculty take attendance for credit courses, for the Feds they are interested in seeing that.
- The Committee agreed that they should provide some examples and guidelines to faculty to best respond to these questions.

I. Student Attendance & Accommodations:

- Question was raised about accommodations being made due to other personal necessities, such as jury duty or court dates. What are the accommodations? How do instructors list this in their syllabus?
- The Committee agreed and added additional section listed after religious holidays and titled "Other." The committee added: In matters of absences due to other personal necessities, it is at the discretion of the instructor. The instructor may require verification consistent with the instructor's syllabus.

II. Late Enrollment:

- Bea brought up the discussion from last meeting on late enrollment and when a class officially closes for enrollment and when instructors should start giving out add codes to students.
- Issues are caused with instructors giving out add codes the first day when other students who have not attended the class are still able to add. These instructors then end up with a larger class than they expected.
- In some cases, some instructors have told students who added their class on the first day, but did not attend the first class meeting, to drop the course.
- Esau provided clarification for the committee on when add codes are generated and sent to instructors. Instructors receive add codes on Thursday evening or Friday morning. MIS runs the script on Thursday.

- Esau to update the welcome email to faculty instructing them to wait until the second class meeting to handout add codes. The committee also agreed that it would be great for department chairs to send out a reminder email to their faculty prior to the start of the semester.
- The Executive Committee raised questions about courses closing at 90% capacity. Esau provided clarification to the committee. For most classes, by the evening before the class meets, the class will close at 90% of enrollment. Once the class is closed, students will need to be provided an add code in order to enroll.
- The committee added an additional paragraph clarifying up to what point students are able to enroll: Students may enroll in any class with space available until the evening before the second class. Students must have an Instructor Authorization Code for each class in which they wish to enroll even if the class has space available.
- **Motion to approve by Donna, 2nd by Stan, 0-no - 0 abstain. Unanimous**

b) AR 5040 (4125) Transcripts, AR 4135 Compliance with FERPA, (4133) Records Classification & Retention & (5045) Student Records – Challenging Content

- Esau brought up the discussion from last meeting, on the pros and cons of completely going with the leagues language at the beginning vs keeping our old AR, which was more comprehensive. Esau suggested keeping the original AR language but updating certain sections.
- The committee agrees on providing an opening paragraph to give more insight to what this AR covers. The following was added to the beginning of the AR: This AR encompasses disclosures and policies pertaining to transcripts, use of social security numbers, student records, and compliance with FERPA.
- A section on electronic transcripts and how the district may elect to receive or transmit was added along with a section on the use of social security numbers, and what the district cannot do with that information.
- Esau provided updates on where educational records are to be maintained, he has reached out to campus disciplinarian, financial aid, and Psychological services, International.
- We are not required to keep records for more than 3 years. Records can be shredded, some of those are archived, but are not required.
- If a student requests copies of their records, we cannot deny them, but we do charge 20 cents per page. Keep records retention separate from being under FERPA, the other records we keep (4131) classification for records 1,2,3 or 4 do not belong to FERPA, can be budget, board of trustees meetings, etc.
- This AR hasn't been reviewed since 2001, we can nix it, and it's not in the Leagues language. This section is explained on table 59024, 59025 and just refer to title 5 section under retention. Per title 5, sections (to be cleaned up by Bea).
- The committee added a section under transcripts on additional or outstanding fees: Additional charges will be incurred for rush, expedited transcript orders. Transcripts and enrollment verifications maybe withheld for outstanding fees.
- Bea asked how will students know that they have outstanding fees. Esau explained that when a student attempts to order a transcript, they will receive an email letting them know that their transcript order cannot be processed due to outstanding fees and the message will direct them to sign into corsair connect to see what the fees are for.
- **Alicia made a motion to approve AR as is with changes, second by Denise, all in favor, no abstentions or oppositions, it was unanimous.**

5. Closing Remarks:

- Items for Agenda for the next meeting, consider DSPS, grades or high school or student life. For sure will bring DSPS. Grading systems, the committee will wait on Sal's response.

Meeting Adjourned 2:55 pm

Respectfully Submitted by Aaron De La Torre