Attendees: Beatriz Magallon, Esau Tovar, Sheila Cordova, Donna Davis-King, Stanley Hecht, Denise Kinsella, Mike Tuitasi, Alicia Villalpando, Lucia Aguilar-Cole: Student Rep, Eric Hwang: Student Rep

Guests: Nancy Grass, Benny Blaydes, Summer Le: Student Rep

Excused/Absent: Tom Peters

Call to order: 12:05pm

Introductions:

1. **Public Comments:** None.

2. **Approval of Minutes: April 17, 2019:**
   - The Committee had no changes.

   Motion to approve Minutes as is, Stan moves, Donna 2nd, (6) Yes (3) Abstention: Mike, Eric, Esau at 12:09pm

3. **Update On:**
   a) *AR 5010 Admission Eligibility*
   - Bea said this AR went to the Academic Senate for first read was approved with no additional feedback. It will go before the Senate once more for second read.
   - Esau requested a revised copy.

4. **Action Items:**
   a) *AR 4226 Enrollment Overlap & Time Conflict*
   - Bea said Stan and Esau worked on this AR and changes were highlighted in blue.
   - Bea said there are two requirements: overlap and travel time.
   - Bea said the petition process for time conflict addresses the overlapping of classes but not enrollment gaps and asked if time gap should be incorporated into same form because using a petition for special consideration is not explained in process. Esau responded that both time conflicts can be integrated into one form.
   - Donna recommended updating language to include *acceptable*. Esau responded that *acceptable* implies there is a choice, and Ed Code states that scheduling convenience is not a reason.
   - Esau recommended changing *relevant petition form* to *Time Conflict petition.* Bea made *Time Conflict petition* changes to AR language for consistency.
   - Donna asked if *time available* means time allocated, in the 10 or 30 minutes. Esau responded it is the time the student says they have to get from one place to the other. Esau recommended changing *available* to *gap* to read *in the time gap*.
   - Esau recommended changing *timely* to *by the deadline.*

- Bea asked about the reason for adding *c. maintaining a log...* in section *Enrollments in Overlapping Classes.* Esau responded that he added it based on what an auditor will request. Esau added that time conflict is submitted a lot and it is beginning to be a topic in ListServ and other conferences and he wants the College to be prepared. Alicia recommended changing *log* to *record*.
- Stan recommended adding *petition* to correct the subject after conjunction *and.*
- Esau recommended changing *Form* to *petition* in *Enrollments in Overlapping Classes*(b).
- Donna asked if the deadline will be on the form. Esau responded it will not have specific calendar days and that it will say the refund deadline, which is available on Corsair Connect.
- Esau suggested that, since the document lost tracking changes, it be called a complete revise. Bea agreed.
- Donna recommended adding *approving* to introduction (*Scheduling convenience is not a recognized reason for approving overlapping schedules*).
- Esau recommended consistency by using lower cased *time conflict* throughout this AR.
- Stan recommended changing *in* to *within* to read *within the time gap.*
- Stan asked if *State Auditors* needs to be capitalized. Donna responded that *State* is supposed to be capitalized.

Motion to approve this AR with changes, Alicia moves, Donna 2nd, (10) Yes at 12:33pm

b) *AR 4340 Credit Course Enrollment Limitation*
- Bea introduced purpose for review was to address issue of students repeating courses at another institution and asked if transcripts could be annotated to help in transferring to another institution.
- Bea advised the Committee that the language in red font came from The League and will not be used in this AR because she checked to make sure all was addressed in the revised AR.
- Bea asked how EW, excused withdrawal, impacts course repetition. Esau responded that it has no bearing because it is not counted.
- Bea asked about (2)(g). Esau recommended removing (2)(g) because the College has not offered cooperative work experience since 1929.
- Bea asked if the approval referenced in (3)(c) needs to come from a committee. Alicia recommended using *designated* or *counselors* because in Transfer Center there are four different people rotating that review. Bea responded that she thinks she remembers Academic Senate not wanting one person to make the decision. Esau remembers it was decided to leave it as a committee but it could be a committee of one due to the volume of petitions. Bea eliminated the language describing the composition of the committee. Alicia recommended keeping *and such decision will be final* in (3)(b) and (3)(c).
- Esau said that the sentence *In determining transfer…* from (3)(d) is not part of Title V. Alicia responded that it can be found in section 55042(d)(3). Esau responded that the College allows, in some cases, students to repeat a course any number of times, but in these cases one grade does not replace another grade. He added when students are transferring in credits, if the student has a passing grade, a non-passing grade, and another grade, the College is averaging grades rather than using the last course. Alicia responded that if it is alleviated and annotated on the other school's transcript, the College recognizes the policy.

- Esau recommended removing the first sentence from (3)(d). Alicia responded that it is important because it is one part of Ed Code. Esau responded that having the two sentences together could raise problems because students are free to enroll in any class. Alicia responded that wants to address the first sentence because it directly impacts her proposal – to slash and annotate SMC substandard grades when repeated at another college. With Estela's help an email went out to the listserv for Articulation Officers and found that 17 community colleges already do this. Esau asked where Title V authorizes it. Alicia responded that it does not matter where the student repeated a course. Esau responded that Title V addresses California Community Colleges and does not speak to other institutions.
- Alicia announced that for a course not passed and not annotated at SMC but passed at another college:
    - UC will accept the highest grade.
    - CSU will either average (e.g., Chico) or forgive (e.g., Northridge) the grade.
        a. CSU Chancellors Office used to post the policy of each school online but removed it. Most recent revision dated 8/29/17.
        b. Sara Nieves-Lucas verified that each campus makes its own policy.
- Alicia proposed that SMC annotate the first grade a student receives for a course repeated at another college. Esau responded that he wants to see if permitted in Ed Code. Alicia responded that it does not specifically state it but it does say that colleges can annotate up to two substandard grades. Esau responded that it applies to the institution, not for any institution a student attends. He added that is why the school has academic and progress renewal where students can already alleviate up to 60 units, not including repeats. He adds that he has seen no authorization from Ed Code. Alicia responded that the language on course repetition does not state the course has to be repeated at the same college. She added that academic renewal did not intend to slash classes for course repetition and that she is more focused on the annotation of substandard grades. Alicia said students may not get into more competitive CSUs that average substandard grades.
- Mike asked Alicia if she could list the community colleges that annotate. Alicia listed Citrus, Cypress, Fullerton, Irvine, Long Beach, OCC, Rio Hondo, Saddleback, Santa Ana, Santiago, PCC, El Camino, Cerritos, Reedley, Monterey Peninsula, Cuesta College, Chabot.
- Bea asked if these colleges are just annotating. Alicia responded yes, just annotate.
- Donna asked what is meant by *annotate*. Bea responded that on the transcript a symbol will indicate the course was repeated. Alicia added that those units attempted are pulled out of the student's GPA. Esau responded the College does not have the technology to do so as it would mean striking the course, units, and grade points and that is why he objects. He added that he would be ok with adding a comment but it cannot be done using WebISIS.
- Alicia asked if it could be done manually like with academic renewal. Alicia added that it is programmable. Esau responded that project would not happen unless mandated by law. He added that it is possible after moving to a new ERP.
- Esau said MIS is working on recreating transcript but it is not compatible, and MIS is not able to implement changes. Mike confirmed that MIS has put the brakes on a lot of projects. Alicia responded that it should not prevent the Committee from making policy.
- Alicia stated that CSUs are making decisions based on transcripts and looking at policy. She suggested that even a policy change could be helpful. Esau provided the example that CSU Fullerton does not look at attachments, only transcripts. Esau

- added that it would be possible to add an attachment, but it would need to be done by Credentials or in-house.
- Bea asked if the first sentence from (3)(d) should be removed. Esau confirmed it should.
- Bea said (4)(b) is not in Title V. Alicia confirmed it should be removed.
- Esau reiterated he is ok with annotation (if the College had the ability to do so) but objects to removing courses from SMC credit until Title V expressly authorizes it.
- Alicia will follow up with the Chancellors Office and Legal. Alicia added that the information she received was from Michelle Goldberg, Acting General Counselor posed by the Dean of Admissions from Citrus.
- Alicia asked about the College's current practice if a student has two equivalent courses from other colleges and petition for a degree from SMC. She asked if SMC slashes the first or averages the two. She said according to Estela Ruezga, SMC will slash the first grade and accept the second. Alicia clarified that the school is already slashing the first grade, not averaging the two, when evaluating transcripts from other schools. Alicia suggested that the policy reflect the AR. Esau responded that if it is not written in an AR, it can change and added that it applies to course repetition. Alicia asked if it should be incorporated in the graduation AR. Esau responded that SMC policy accepts the second grade when a course is repeated. Esau added that he will speak to the evaluators, and it may be added to the graduation website.
- Bea asked for clarification with allowing annotation. Esau responded he is ok with it as a policy but not able to institute due to technical capabilities.
- Bea asked about how the AR regulation on graduation, which may impact course repeats. Alicia asked how GPA is determined and added that counselors need to know how it is being calculated.

No motion. Postponed for clarification.

c) *AR 5420 Associated Students Finance*
- Nancy indicated this AR includes legal language that is required.
- Bea asked if the position's title should be updated. Mike recommended changing *Chief Instructional Officer* to *Vice President of Student Affairs or designee* to make it specific to the College. Esau recommended changing *Associated Student Organization* to *Associated Students'*. Donna asked about *fund books* and Nancy responded that it is language from The League. Bea removed *Associated Students'* from first bullet. Esau recommended removing *Associated Student* from second bullet. Bea removed *Associated Students* from bullet points to maintain consistency.
- Bea asked about *invested in* from the fifth bullet. Nancy responded that she would have to ask Mitch. Esau recommended changing it to *invested according to District policy*. Donna recommended all following bullets be indented.
- Esau recommended changing *officer or employee of the District.* Nancy recommended changing the *Superintendent/President* to *Dean of Student Life or designee.* Nancy added that the designee of the President's Office is the Dean of Education Enterprise.
- Eric recommended changing *the student body organization* to *SMC Associated Students*. Nancy responded that *representative of the Associated Students* should stay because it can change.
- Nancy recommended changing *officer* to *Vice President of Student Affairs or designee.* Esau recommended changing *who is the designated advisor* to *who serves as advisor.*

Motion to approve this AR with changes, Eric moves, Esau 2nd, (9) Yes at 1:32pm

d) AR 5410 Associated Students Elections

- Bea introduced this AR with language from other districts. Esau asked if it relates to the AR for Associated Students eligibility, and if they can be merged. Nancy responded that this AR is how students get into office and the other AR is about how students are qualified to be in office. She added that the ARs should cross reference.
- Esau asked why the AR refers to Board Policy 5410. Nancy agreed that it should refer to an AR. Bea asked if it was part of AR 5430. Esau responded that it is not.
- Nancy suggested keeping the second and third paragraph and removing the rest.
- Bea asked if the language for poll hours should be included. Nancy responded that poll hours change.
- Bea asked about the last sentence *Any student elected as an officer…* Nancy responded that it is under eligibility. Nancy added that AS constitutions and bylaws sometimes change and are not consistent with ARs, which supersedes what AS decides. Nancy provided an example where one word changed student eligibility. Esau announced that it references *AR 4420 Enrollment and Scholarship Standards for Participation in SMC Student Government* as the AR and recommended removing *BP 5410*.
- Nancy suggested adding *and the Associated Students governing documents, the Constitution and Bylaws* to give the AS Board some authority. Esau asked about the event of a disagreement. Nancy responded that the AR always supersedes.

Motion to approve this AR with changes, Eric moves, Stan 2nd, (9) Yes at 1:42pm

e) AR 5430 Student Clubs & Organizations

- Nancy said this AR needs to be revisited to make sure it is consistent with District policy by requiring approval two weeks prior to the event. Nancy recommended adding *To facilitate event planning, must submit an event proposal to the Office of Student Life three weeks prior to the date of the event*.
- Bea asked if *three of the six members have to meet eligibility requirements* was approved by AS. Nancy responded that one of her staff mentioned this language is in a previous AR and it is practiced. Nancy asked if it was part of AR 4420. Esau responded that AR 4420 states club officers need six units with a 2.0 GPA or higher, may serve in the same office for a maximum of one year, and may serve as officers in a club a maximum of three years. Bea asked if the language is part of AR 4420. Esau responded it is not. Nancy responded that part of the reason is that clubs will break off to open more clubs to secure more funding. Esau announced that AR 4445 requires a minimum of six currently enrolled AS members, but it does not mention three of six members have to meet eligibility. Bea responded that the AR cannot refer to AR 4420. Nancy responded that they are two different things. She explained that officers are required to meet requirements in AR 4420, but the number of required officers is not included in AR 4420. Esau responded that clubs need leadership. Nancy added that one person cannot take minutes, run the meeting, and be the ICC delegate. Bea added the language by separating language into two sentences.
- Nancy introduced exceptions but said the sentence was awkward. Sheila recommended removing *For* and Esau recommended removing *last minute*.
- Mike said the SMC Police Department should not need to use their own budget to compensate for short notice events and provided an example where faculty invited the Turkish consulate to speak, which required metal detectors and security. Mike suggested that the department needs to fund short notice events. Alicia asked if there was a bigger issue, legally, and provided Berkeley not providing security for an event

as an example.

- Alicia asked how Student Life prioritizes events. Mike responded that Student Life tries to accommodate. Nancy responded that adding language to the AR would require advisors to be present.

No motion. Postponed until May 15 meeting.

5. Announcements:

- May 15 meeting will review AR 5430 further.
- Bea asked if Bob Myers would attend. Bea responded that the Committee would like to see Bob's recommendations first. Bea would like the recommendations, proposed language, at least one week before the meeting.
- Bea announced that 4340 is ready for review.
- Greg Brookins has been working on Student Conduct and may be ready.
- Nancy commended the Committee.
- Eric announced that Summer will replace him as a voting member starting the next meeting on May 15.

Meeting Adjourned: 2:05pm

Respectfully Submitted by Nicholas Chambers