

Student Affairs Committee Minutes:
Wednesday, May 16, 2018

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

Excused/Absent: Mike Tuitasi, Daniel Freeman, Francisco Munoz: Student Rep, Arthur Sanchez: Student Rep

Call to order 1:07 pm

1. Public Comments: None

2. Approval of 04/18/2018 and 05/2/2018 Minutes: Will need to be approved during the fall semester.

3. AR's for Consideration:

a.) AR 4320 Attendance & 4133 Student Enrollment, Attendance & Disenrollment (AR5070)

- Bea opened up with remarks from the Executive Committee. The Exec Committee suggested that under credit courses section, that we take out the wording, "stored in the student information system," and leave it as something generic. The committee decided to reword the section to say that all information will be stored by the district. The update is as follows: Faculty are responsible for submitting these records as required by the District. For credit courses, the official rosters for all classes shall be maintained by the district. Prior to the first census, each faculty member shall verify class rosters, and drop in-active students.

I. Lack of Participation & Non-Attendance

- The Executive Committee asked why we use non-attendance, couldn't lack of participation count for both? How can we use non-attendance, if many professors don't actually take attendance?
- Esau commented that SMC has a history on how we use participation and attendance for the three different types of classes we teach.
- Donna mentioned maybe the committee could work on making the section clearer by defining non-attendance.
- Bea mentioned that this is specifically based on the questions that financial aid asks instructors when they have issued a student a failing grade. Financial aid wants to know why the student received an "F" because they stopped attending /participating or did the student legitimately earn the 'F' in the course due to poor performance?
- The committee decided to add an additional section to define non-attendance and how it's used for financial aid purposes. The addition is as follows: The faculty issuing an "F" to a student may be asked by the Financial Aid Office to verify if the "F" was the result of non-attendance. Non-attendance means the student's last attendance date was prior to the 60% point of the course. For online or hybrid courses, "non-attendance" means the last date of substantive participation was prior to the 60% point in the course. Poor performance means the student participated after the 60% point in the course and earned an "F". Non-attendance may be grounds for the return of financial aid funds.
- Esau to forward the email that goes out to instructors regarding these questions to the committee for their review and for any suggestions they may have on making it clearer for instructors to understand.

II. Attendance the first week:

- Must students attend all class sessions of the first week? Esau mentioned this is where an equity issue may be raised, based on the number of hours or times a class may meet a week. We have classes that meet once per week for three hours and others twice per week for an hour and a half. The equity issue comes into play that you're supposed to be in the class the same number of hours that first week. To do it on the basis of the first class session, students that are enrolled in a class that meets once a week for three hours, are at a disadvantage.
- Committee agreed to leave wording as students must attend all class sessions the first week.

III. Accommodations:

- Exec Committee preferred not to have this section, they feel these are best practices and that instructors should already have this in their syllabus, and should not be part of an AR. Exec asked if there was anything in Ed Code or Title 5 that would guide this language?
- Committee agreed to give a specific example of what other personal necessities may be such as jury duty or court dates. They also decided to remove the insert on accommodations and verifications being consistent with the

instructor's syllabus, as this should already be something that instructors are doing. The Committee agreed to word this section as follows: In matters of absences due to other personal necessities, such as jury duty, accommodations shall be at the discretion of the instructor, subject to verification.

IV. Late Enrollment:

- Exec Committee asked how this process is in late enrollment and if the league had this language? Why is it in an AR if it's called late enrollment? If the course is at 90% capacity and closes, and a student drops the course, does it reopen?
- Esau responded, yes, it is dynamic. Depending on the type of course, the policy is different for online/hybrid courses with a lab or the normal straight forward lecture courses. It can be either the evening before the first class or the evening before the second class.
- Committee agreed to add an intro paragraph to answer the questions raised:
In general, until the end of the second class meeting, courses will close once they reach 90% capacity and will re-open if enrollment drops below 90%, with the following exceptions.
 - A) The enrollment deadline for online, hybrid, and arranged hours classes is the Sunday evening prior to the week the course begins.
 - B) For classes meeting once per week, and courses with a lab, students may enroll until 10 p.m. the night before the first class meeting.
- **Motion to approve by Esau, 2nd by Donna, 0-no, 0 abstain. Unanimous**

b.) AR 5040 (4125) Transcripts, AR 4135 Compliance with FERPA, (4133) Records Classification & Retention & (5045) Student Records- Challenging Content and Access Log:

- **SKIPPED - to be reviewed next meeting.**

c.) AR 5140 DSPS (Linked to Former AR#4115/4345/4353/4353.1)

- Bea updated the committee on how DSPS is deciding to keep the League's official legal language. The original five AR's have been posted under their policies and procedures manual, which can be found in their official handbook, printed in their office and posted on their website. To be reviewed annually by their Director.
- Esau brought up concerns that under the access section, the policy seems to be pushing responsibilities to other departments who weren't apart of these processes before. He asked if DSPS has reached out to these departments regarding these added responsibilities.
- Bea mentioned that she believes that DSPS just used the language provided and samples from other schools, she does not think they have followed up with these other departments.
- The Committee decided rather than specify the department or person, to replace those implicated departments with, "The District is responsible for maintaining these plans and procedures."
- **Motion to approve by Donna, 2nd by Stan, 0-no, 0 abstain. Unanimous**

4. Closing Remarks:

- Items for Agenda for the next meeting, Bea mentioned revisiting AR 5040, next meeting, it is pretty much ready to go. AR 4230 Grade Entries and Incomplete grades & AR 5010 CA HS Proficiency Exam & General Education Diploma (4111.3) will need to be reviewed during the Fall 2018 Semester.

Meeting Adjourned 2:52 pm

Respectfully Submitted by Aaron De La Torre