

Student Affairs Committee Minutes:
Wednesday, May 30, 2018

Attendees: Bea Magallon, Esau Tovar, Daniel Freeman, Stan Hecht, Kayli Weatherford, Alicia Villalpando

Excused/Absent: Donna Davis-King, Mike Tuitasi, Denise Kinsella, Francisco Munoz: Student Rep, Arthur Sanchez, Student Rep

Call to order 1:09 pm

1. **Public Comments:** None
2. **Approval of 05/16/2018 Minutes:** Will need to be approved during the fall semester.
3. **Updates on AR 5140 DSPS & AR 5070 Attendance:**
 - a) AR 5070 Attendance:
 - Bea mentioned that this AR has gone through the Exec Committee for the third time. The Exec Committee are still having trouble with accommodations. They said do we really have to have this in the AR? Bea said the League does not have accommodations in their language. Some faculty members may accommodate, but some may not.
 - They asked if we are going to keep a section of accommodations, can it be limited to one to two bullet points, do not put down any details on what the process should be.
 - Esau mentioned the only current requirement we have is for religious obligations. In order to be a little more equitable, that's why the addition of the other personal necessities was added for instances like jury duty. Esau mentioned that accommodations are a part of a board policy and education code.
 - The faculty member does not have the latitude that they are or not going to accommodate student's request. The issue is more about the timeliness of the request, students cannot wait until the day before to request accommodations.
 - The Committee all agreed just to go back and add the ED code under the policy and indicate that advanced notice should be given, to be determined by the instructor. Esau mentioned that we should provide a minimum timeline. The committee decided to keep the current language for this year and bring it back when we've had a break from it.
 - i. Late Enrollment
 - The Executive Committee asked why we use the term late enrollment in this AR? Why can't it be changed to enrollment deadlines? They asked if the League uses this language. They asked about the inconsistency between the enrollment times section, three of them list 11:59pm as the deadline and one, says 10pm?
 - Bea agreed that maybe changing the name will help make it clearer, part of this section does have to do with late enrollment, but there is also sections about when a student can enroll. The League does not include this language.
 - The Committee agreed to change the title to Enrollment Deadlines and to change all of the enrollment deadline times to 10pm for all sections in order to be consistent.
 - *Motion to approve by Esau, 2nd by Stan, 0-no, 0 abstain. Unanimous*
4. **AR For Consideration:**
 - b) AR 5040 (4125) Transcripts, AR 4135 Compliance with FERPA, (4133) Records Classification & Retention & (5045) Student Records – Challenging Content and Access Log:
 - i. Requesting Transcripts:
 - Esau clarified the options of requesting electronic transcripts. If they go online, they have the option of sending the institution an electronic transcript or a hard mail copy. It's not up to the student, it's whatever the college has opted to receive. For third parties, it's automatically a paper copy. For those who request their first two free transcripts, those are a paper copy that gets mailed out.
 - Online ordering includes a processing fee from the transcript processing company we use, Credential Solutions. The processing fee can range from \$1.60 to \$1.80.
 - ii. Use Of Social Security Numbers:
 - Bea mentioned that this section came directly from the League's language.
 - Esau provided clarification on why we need to verify social security numbers, in the cases were a social has been used

multiple times and for financial aid to verify that they are processing an application correctly, in order to release funds.

III. Compliance With FERPA:

- Bea asked Esau about how a student can opt out from the directory information?
- Esau mentioned that when students initially complete the SMC application, they are asked to opt in or out of having their directory information shared. If the student wanted to update those settings, they can either stop by the admissions and records office to request it and a staff member can put on a FERPA hold, or they can sign into their Corsair Connect account and under profile and preferences to opt in or out.
- Esau clarified that we don't have the ability to block individual information. What is listed in personally identifiable information section, are examples of what that block constitutes.
- Committee suggested having the FERPA regulations available through their corsair connect for review, not just having it available on the class schedule. Suggested maybe we send it out in an email to students at the start of the semester.

IV. Directory Information:

- Esau mentioned that under FERPA we can disclose a lot more information, but SMC has a more restrictive policy. He mentioned that currently, we are receiving requests by commercial companies, and submitting requests for records through CA open records act, they want to know who you are, your name, where you live, your age, personal email account addresses.
- Under FERPA it's permissible, if the student has not opted out of the directory information. It can be a problem, because we do not know what the purpose of them requesting this information is.
- Under federal law, the Solomon Amendment Act, requires that colleges release data to the military, if we don't, we are at risk of losing Title V funds. The Chancellor's office has also released a legal opinion, they say that we have to comply with the Solomon Amendment Act.
- The Committee agreed to add an additional paragraph at the end of the "Records of Requests for Disclosure" section. The additional paragraph is as follows: Santa Monica College complies with Solomon Amendment Act (Requests from the U.S. Armed Forces).
- Additional paragraph also added to the end of the Directory Information section, indicating that students have the option to release or not release their directory information, through their student portal.

I. Records Classification & Retention & (5045) Student Records- Challenging Content and Access Log:

- Bea had suggested that we add back the class definitions (Class 1-4) to help explain what these records will fall under.
- Esau mentioned it was removed last meeting because the section was too vague. He says he hasn't found good definitions that will encompass different types of records like student applications, transcripts etc. Esau clarified that for auditing they do not ask which documents are under a particular class, they will ask for the specific type of documents.
- Committee decided to just remove these definitions for class 1-4 and just make reference to the educational codes. Bea will update the AR to make sure all the educational codes are updated.
- **Motion to approve by Kayli, 2nd by Esau, 0-no, 0 abstain. Unanimous**

5. Closing Remarks:

- Bea mentioned that she received quite a few responses from people regarding their schedules for next semester. She noticed that there may be some conflict when meetings can be scheduled. She asked that those who have not responded to respond. Bea to send out another doodle survey for everyone to complete.

Meeting Adjourned 2:41 pm

Respectfully Submitted by Aaron De La Torre