

Student Affairs Committee Minutes:
Wednesday, Sept. 19, 2018

Attendees: Beatriz Magallon, Donna Davis-King, Denise Kinsella, Bridgette Robinson, Mike Tuitasi, Alicia Villalpando, Alexa Benavente, Student Rep., Bader Saeed, Student Rep.

Excused/Absent: Esau Tovar, Stanley Hecht, Tom Peters

Call to order 1:09 pm

- **Public Comments:** Bea welcomed everyone back and thanked them for their commitment to being a part the committee. She provided a brief introduction of what the committee's goals and expectations are for the new committee members joining this semester.
- **Approval of Minutes of April 18, May 16, May 30:** To be reviewed next meeting.
- **Review Of Scope and Functions of Committee:**
 - Bea provided the committee a copy of the Scope and Functions of the Committee from the Academic Senate, She asked that the committee review and if there were any changes or updates they wanted to make that now would be a good time. Bea went over the scope and functions, which included review of regulations every five years, as Ed Code or Title V changes were made that affected regulations or as any member of the college community had the need for recommended changes to the regulations. Bea mentioned that we interface with other groups or committees when changes specifically affect their areas. Bea mentioned that she reaches out to those groups and asks them for their feedback as well as always inviting them to be present when regulation is under review.
 - Bea mentioned that the committee has nothing to do with Board Policy changes and that those normally are very generic whereas Student Services regulations should reflect more specifically the guidelines of such policies.
 - Donna moved to approve Scope & Functions with no changes, Denise seconded; vote was unanimous (5)
- **Action Item: Role of Student Representatives:**
 - Bea informed the committee that they needed to decide whether or not student representatives should have voting rights. She explained what was done the year before but that the committee each year needs to decide how student representatives would have a voice in this committee.
 - Denise responded, she feels that student representatives should have voting rights, to which both Alicia and Donna agreed, all felt that it is good to have students input and perspectives in AR's that directly affect students.
 - Denise did mention that if student representatives can longer serve, that they let Bea know in advance through a formal written notice that they will no longer be serving anymore and provide a recommendation of their replacement for the remainder of the term. In terms of quorum, that the student representatives are not needed to meet quorum.
 - Denise moved to allow two student reps to have a vote but not to be counted towards quorum and that any change in student rep's, needs to be provided to the chair of the committee at least one week in advance prior to the next meeting. Bridgette seconded; vote was unanimous (5).
- **Action Items: Updates**
 - a) **5140 DSPS**
 - *Bea mentioned that after presenting for a second read to the Academic Senate, they asked if we could have more faculty input on the regulation. It was suggested that the DSPS director consult with the faculty coordinator to make sure they are working together on all aspects of the regulation. This is why it was brought back to the committee to include this language.*
 - *Bea contacted Stephanie, Director of DSPS and Natalie, Faculty Coordinator and provided them the feedback from A.S. with proposed changes. Bea asked them to review and make any other changes or edits as they saw was appropriate for their area. They sent it back with their approval.*

- Alicia motioned to submit AR with the changes, Donna Seconded, vote was unanimous (5).

b) 5070 Attendance

- Bea gave a short summary of where they left off with this AR in the spring, last year the committee finalized this one, it came back from exec many times, on May 30th the committee decided to give put it to rest & review in the Fall.
- Bea mentioned that she found Ed code that is referenced in Georgia's email about religious accommodations to faculty, other questions that came up beyond religious accommodations such as jury duty, court dates, what can be done to make it equitable. The exec committee thought we should not be so specific in the examples and just list in short bullet points.
- Exec had asked if there was any language in ed code that mentions this. Bea provided some examples from other schools and how they list religious holidays and accommodations in their AR's. She mentioned that some schools provide actual dates for these specific religious accommodations. She did find the Ed Code and provided it to the committee.
- The committee agreed to use the language that was provided from the League and also include and refer to the language in Ed Code. Donna supported the right to the religious holiday and wants to be fair and accommodate but also wants to be fair to the instructor. She thinks that the committee should provide a timeline to the instructor in advance.
- The question was posed when student say, "in my culture" do we make accommodations for that, the committee said no.
- The committee agreed to change the title to Accommodations, Religious Holidays and Observances.
- Student rep suggested if the list that Bea got from other schools be sent to faculty members as a point of reference. A few committee members did not agree with using the list, they felt that it would cause too many restrictions, instructor could say that it is not on the list and then not do it, there could be a sense of micro aggressions if we just used the list.
- Bea asked the committee if they wanted to use the title 5 language and add a little bit of the committee's language.
- Donna and Denise said yes, they would go with that. Denise suggested small updates to the language on accommodations for tests and assignments to be listed as follows: Test and or Assignment must be offered at a time when that activity would not violate the students religious creed. Denise brought up a question when a student needs to miss their final because of an emergency. The instructor would be leaving on vacation right after the final and would not return until after final grades are due. What is the accommodation?
- Jose mentioned that the accommodation would be giving the student an incomplete grade to be made up on agreed date.
- The committee agreed that faculty members need to accommodate but it knows that many instructors do not provide accommodation. So what does the student do at this point? Is there an appeal process, what does this look like?
- Student rep mentioned, if there is an appeal process because said instructor does not want to provide accommodation, what happens when the student needs to miss again for a religious holiday? Would they have to appeal each time and how long would that process take?
- Mike responded that we would hope that the student would reach out to the instructor with dates ahead of time. Further review was needed as a process is not in place
- Jose realized that the ed code that the committee had been reviewing was an accommodation for admissions testing purposes and specifically mentioned private post secondary education and suggested feedback from legal counsel. Denise agreed, suggested the committee get this before moving ahead with this AR.

c) Differences in Withdrawal, Census and Refund Deadlines especially for short term courses

- Bea mentioned that their was an update on the withdrawal deadline, it has been moved to 30%, it was originally 20%.
- Refund still remains at 10%, census drop date is still at 20%
- Last year there was an issue with a course that started Friday of the 1st week, but the drop deadline

was scheduled before the class began. Esau had mentioned that there was an issue with the coding at that time and Bea wondered if that was corrected.

- Alicia mentioned this summer student's had two days to withdraw without a "W" and get a refund. She didn't know if this was a coding error. Will ask Esau what happened with that.
- Exec wants to remove the section "Must enroll before on the 2nd day before" exec said that this section is more procedure and should not be in the AR, other colleges do not use this in their language. Bea asked the committee if they should remove language, the committee agreed to remove it.
- The committee agreed to keep the procedures on adding a class late and that it would need to be done through an authorization code.
- Bea to remove the particular section on, when students must enroll.
- Once we have consulted with legal counsel regarding religious holiday section, updates can be made in the AR and resent to exec for approval.
- Bea and Mike to research where Georgia got the language she provided in faculty email.

d) 5040 Student Records, Directory Information and Privacy; Challenging Content & Access Log

- Bea mentioned her experience in assisting her daughter in ordering transcripts, she had concerns that the online ordering system did not have an option for student to use their two (2) free orders, that students are being charged transcripts fees and the service fee.
- Jose responded that users should be able to use their free option when ordering online, he will follow up with credentials to figure out this process.
- Bea mentioned after reviewing admissions website, there are quite a few options in ordering a transcript, the website states that hand delivered orders may take up to 4 weeks for processing, she asked if the committee should put this in the AR? The wait times, so that students could know?
- Jose mentioned that the admissions is working on revamping the website and the push be for students to do the online ordering option. Denise responded that we should not be explaining the transcript requests and timelines in the AR. Rather we should be referring them to the admissions website, especially if updates are coming.
- Bea asked Jose if students have a hold when they are trying to order their transcript, how are they notified. Jose responded, students are notified via smc email that their was a problem with the web order for transcripts due to an outstanding balance.
- Bea asked Jose, could students email transcript requests, Jose responded no due to the privacy of student records, we have no way of verifying that it is the student indeed placed the order.
- Bea mentioned that she reached out to Lisa Rose for any changes last year in Title V or Ed Code. She just received the changes & the AR that they looked at and made changes to this past spring was updated October 2017. She thinks that the committee would need to look at the changes at the next meeting to see if there are changes that need to be made.
- Bea asked the committee to review the remaining sections of the AR and bring in any changes/suggestions they want at the next meeting. Jose will bring in updated transcript information for review. Denise mentioned that the section on maintaining records by each department listed old information on how her department maintains records. Currently says that there are physical copies of the records maintained and being stored. She mentioned that they are no longer holding on to physical copies, everything is being imaged onto webextender.
- Bea mentioned that she would check with other departments listed to see that their information are up-to-date.

- **AR's for Priority Consideration**

a) 4230 Incomplete Grades, Grade Entries

- a. Bea mentioned that Dee Dee Carter and Jenny are looking to add a new grade to their grading system in non credit courses. They are looking to add the SP option, satisfactory progress
- b. The non credit committee is meeting to see how they will come up in creating this new grading system

and how it would work for faculty.

- c. Clarification was provided in what SP stands for in NC, to give the students credit who get up to a certain point in the course, because their program is open entry and exit, the SP option would give the student the opportunity to return to the course and complete it from where they left off.*
 - d. Bea mentioned because of this change it would be a good idea to create two separate sections in the AR for Credit Courses and Non Credit courses.*
 - e. Bea to follow up with Esau*
 - f. Bea mentioned that we are currently waiting for non credit committee to submit their proposal for review.*
 - g. Jose clarified how SP would be used for credit courses, he gave an example of a CS course that listed as a Fall/Winter/Spring course, these students are provided an SP grade from the Fall/Winter course in order to enroll in the Spring, The final grade is given in the spring semester, but the course is listed as the same class for the 3 terms.*
 - h. Alicia asked what is the difference between the IP grade and the SP grade. Jose responded that IP is for the current term, the SP grade is for beyond that specific term.*
- b) 5075 Withdrawal from Class*
 - a. hopefully we will receive the changes soon for the committee to review, this looks like it would help students at all levels.*
 - c) 5430 Associated Students (5 being merged)*
 - a. Bea asked Mike for an update, Mike said he would email Nancy and Benny for their feedback. Bea suggested that student reps review these since it directly affects them.*
 - d) 5010 CA H.S. Prof. Exam & G.E. Diploma*
 - e) 5500/5505 Conduct & Recording of Classes or Redistribution of Online Course Materials*

- **Goals and Objectives for 2018-2019**

Administrative Regulations

Section 4000 Student Services

- *Bea mentioned that the remaining sections under the AR priorities above, are the ones that are going under the 5 year review. She has asked the committee to review the AR for priorities for the semester and asked to prioritize which to review first, the committee will discuss at next meeting.*
- *Mike asked if there were any updates on AB 705 on assessment, Bea said that nothing has come in yet.*
- *Bea had mentioned that incomplete grades are being merged into one AR, 4230 and it will also include grade entries.*

- **Announcements**

- None

Meeting Adjourned 2:00 pm

Respectfully Submitted by Aaron De La Torre