

Student Affairs Committee
Minutes: Wednesday, Oct 3, 2018

Attendees: Bea Magallon, Donna Davis-King, Stanley Hecht, Denise Kinsella, Tom Peters, Bridgette Robinson, Mike Tuitasi, Alicia Villalpando, Alexa Benavente: Student Rep

Excused/Absent: Esau Tovar, Bader Saeed: Student Rep

Call to order: 12:10 pm

1. **Public Comments:** Quick Introduction of/for new members.
2. **Approval of Minutes- April 18, May 16, May 30:**
 - April 18th: *Motion to Approve As They Are: Denise Moves; Dona 2nd ; (9) Yes, Unanimous*
 - May 16th: *Motion to Approve As They Are: Denise Moves; Alexa 2nd; (9) Yes, Unanimous*
 - May 30th: *Motion to Approve As They Are: Alexa Moves; Stan 2nd; (8) Yes, Denise Abstained*
 - Bea mentioned that we might be missing the meeting minutes for May 2nd. Stan and a few others from the committee think that quorum was not met that day and committee members just discussed items on agenda but no changes were made.
3. **Approval of Minutes- September 19, 2018**
 - Denise Caught Typo On First Page, Third Bullet Under Action Item: Role Of Student Representatives **Correction:** "If Student Representatives can **no** longer serve"
 - Donna found a mistake on page 2, under 5070 attendance, 4th bullet.
Correction: She thinks that the **student** should provide a timeline to the instructor in advance.
 - *Motion To Approve w/Corrections: Donna Moves; Denise 2nd; (9) Yes, Unanimous*
4. **Update on AR 5140 DSPS:**
 - Bea informed the committee that this AR was presented for second read on Tuesday, October 2nd and it passed and will be moving forward for signatures.
5. **Goals and Objectives for 2018-2019:**
 - a) *Administrative Regulations Section 40000 Student Services*
 - Bea provided the committee a list of AR's that are due to be reviewed and possibly updated due to changes in title V and Ed code, or ones that are at the 5 year marker to be reviewed. The ones that indicate last time updated as 2016/17 maybe because someone in the community may have asked for these to be reviewed again or may have suggested changes.
 - Bea notified the committee that there have been changes to Title V and Ed code. She received the updates from Lisa Rose On September 19, the committees first meeting, and it was a lot to be reviewed by the meeting time. She mentioned that she still has quite a bit to review. She did see a change under student records and withdrawal deadline from 20% to 30%. Currently many students are placed on Academic probation or disqualified status, based on the amount of W's they receive. The other thing that happens once a "W" is posted on transcript is that they can only take a class a maximum of 3 times. Bea thinks this should be one of the AR's that the committee put on the priority list to review this semester.
 - Bea mentioned that the AR's for student life and honor council have not been reviewed since 2001. She thinks if we have time we should review these and get them updated.
 - The AR on grade entries may need revisions since currently the non-credit committee is looking to add "SP" grade to our grading system for non-credit courses. Bea thinks this should be another one that is added to the list of priority AR's that the committee reviews this semester once the non-credit committee is ready to present. Bea brought up that the S.A. committee completed the AR for incomplete grades, but it was not forwarded because it is a part of the Grade entries AR that the committee now needs to fold into one AR.
 - Donna asked for clarification of what a non-credit course? Bea answered, courses that are not degree applicable, they do not count towards the AA degree nor do student qualify for financial aid. She mentioned that we are now offering non-credit programs in which students are receiving certificates. Student can come in from the community and take an open entry/exit course at any time.

- She clarified that the reason the non-credit committee is trying to create the SP is for those who want to get their feet wet and take a class and if they have to stop attending, they can come back and finish where they left off without having to get a NP and start over. These courses also may issue the student a certificate for completion, which they may be able to use for employment purposes.
- Mike added that this is also a way to get them started, for example like our non-credit ESL program which helps them learn the language and skills needed to be successful in a credit ESL program. He mentioned that the goal would be to eventually encourage students in the non-credit program, to enroll in credit courses.

b) *Prioritizing The List Of AR's To Review*

- The committee reviewed the list of AR's.
- Bea asked the committee members to review and to think about which AR's would be more important to tackle first.
- Denise suggested clearing out the oldest AR's first.
- Bea suggested starting with the AR's on student life. Mike requested that we allow a few weeks for the officers in Associated Students to review and maybe making those AR's second on the list to review.
- Donna mentioned she'd rather start with finishing out the AR's that have been sent back. Because the committee has already spent a significant amount of time and many of them are still fresh in their minds to review. Denise agreed.
- Bea asked Donna which of the returned AR's, did she feel the committee should review first. Donna mentioned possibly starting with the AR on incomplete grades. Bea suggested holding off on that AR, she said the section on incomplete grades is a part of AR 4230 Grade entries. She mentioned that a part of this section will also need to address the changes that the non-credit program wants to make in creating a new grade, Satisfactory Progress (SP).
- Bea mentioned that there might have been changes from the state on California High School Proficiency Exam, Esau has already received feedback from the Chancellor's office regarding unaccredited schools working as diploma mills. Bea mentioned we currently have the league's language to work on this one.
- Mandatory Assessment, Course Placement, and Challenge Procedures. Bea mentioned there are also changes coming from the state on Assessment. She believes this should be an important AR for the committee to work on given that there are already changes in place to start Fall 2019.
- Laurie Guglielmo, Department Chair of Counseling, reached out to Bea and asked if the committee can review the AR on Probation and Disqualification. Laurie is currently looking to lift the number of units students are allowed to take while on probation or disqualification status.
- Bea mentioned there are also changes that maybe coming under residency, based on the information that was forwarded to her by Lisa Rose, there were updates for students in the military, which is a part of the Residency AR.

c) After reviewing all the AR's on the list of goals and objectives for 2018-19. The committee came up with the following priority list.

1. **AR 5075: Withdrawal from Class & Withdrawal Policies for Members of the Military**
 2. **AR 5010: California High School Proficiency Examination and General Education Diploma**
 3. **AR 5050: Mandatory Assessment, Course Placement, and Challenge Procedures**
 4. **AR 5430: Student Life AR's**
 5. **AR 4230: Incomplete Grades and Grade Entries**
 6. **AR 5500/5505: Student and Academic Conduct, Honor Code/Council, Recording of Classes and Redistribution of Online and Course Materials.**
 7. **AR 4255: Dismissal of Students for Behavior or Performance that is Unsafe or Contrary to Programs Standards**
 8. **AR 5015: Residency Determination & Students in the Military**
 9. **AR 4250: Standards of Student Success - Probation and Disqualification**
- Motion to Approve the Priority List, Alicia Moves, Tom 2nd, (9) Yes, Unanimous**

- Mike asked that the AR's on Student Life be reviewed on Wednesday, November 14th.

6. **Action Items:**

a) *5070 Attendance*

- Bea mentioned that AR's 4340 and 4133 are going away and are being collapsed into AR 5070. Bea brought up AR 4340: Credit Course Enrollment Limitation on the screen for the committee to review. She mentioned that this AR had to do with

course repetition rules and withdrawal course work, and asked the committee how they think that AR can be included under the Attendance AR.

- Donna asked for clarification on what this AR addresses. Does it just provide definitions or does it go into policies. Bea mentioned that this AR specifically reviews the policy from the state, on how many times a student is able to repeat a course. She mentioned that students can take a class a maximum of three times, if the student wants to try a fourth time, there are only few circumstances the college would allow them to take for a fourth time due to regulations, most of the time we send students to another college to take course for the fourth time.
- Denise requested that we add the language from AR 4340 should be included first in this AR, because chronologically enrollment happens first. Suggested adding the language from 4340 to the beginning.
- Committee agreed to combine both ARs and renaming AR 5070 to Credit Course Enrollment and Attendance.
- Bea asked Alicia if the policy and procedures under Repetition of Substandard and Withdrawal Coursework, Section B, something her department still follows. She mentioned that all is correct, except for the section on petitions for special consideration for course repeats. Alicia mentioned that it no longer reviewed by a committee, the counselor makes the determination.
- Denise suggested keeping only the first and third sentences of section b and removing the rest.

I. Religious Holidays and Accommodations:

- Bea reached out to Bob Myers regarding the language the committee created on accommodations, Bob Meyers mentioned that there is already an AR that addresses religious holidays. Bea found under Curriculum as 5530 and as Board Policy 5530.
- The committee reviewed both and felt that they are too general and not specific enough and can be left to interpretation.
- The committee agreed to change: ***Observance of religious holidays may impact the student regarding scheduled assignments, tests or examinations. California State Education Code section 76121 states that an instructor must make a reasonable attempt to accommodate a student without penalty in the case of conflict between a student's religious creed and a scheduled assignment, test or examination.***
- The Committee also agreed to indicate that if students or faculty have any questions, they should contact the department chair.

Motion to Approve AR 5070 Attendance, Alicia Moves, Donna 2nd, (6) Yes, Unanimous

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

- ***The committee did not have a chance to review this AR.***

7. Announcements: None

Meeting Adjourned: 2:00 pm

Respectfully Submitted by Aaron De La Torre