

Student Affairs Committee
Minutes: Wednesday, Nov 28, 2018

Attendees: Bea Magallon, Esau Tovar, Donna Davis-King, Stanley Hecht, Denise Kinsella, Tom Peters, Mike Tuitasi, Alicia Villalpando

Excused/Absent: Bridgette Robinson; Alexa Benavente: Student Rep, Bader Saeed: Student Rep

Call to order: 1:00pm

1. Public Comments: None.
2. Approval of Minutes: November 14, 2018:
 - The Committee had no changes.

Motion to Approve as is Denise Moves, Tom 2nd, (5) Yes

3. Update On:

- a) *5040 Student Records, Directory Information and Privacy; Challenging Content & Access Log (5045)*
 - Bea reminded the committee that they reviewed this AR last meeting, it was submitted to Exec for review. She mentioned that Exec are still questioning why we aren't able to provide students with (5) free transcripts.
 - Bea mentioned that she was not sure where exactly it is listed since she did not find it in Title 5 or Ed Code as she had remembered Esau had said it was referenced in Title 5.
 - Esau responded that he said it may be listed in the CCC student fee handbook, not in Title 5. He mentioned that he believes it is the handbook that references (2) free transcripts and electronic transcripts fees. He also mentioned that the handbook is wrong. It currently says that students can receive two free transcripts and two free verifications. Per Educational Code 76223, it lists that we are required to furnish up to (2) transcripts OR (2) verifications, not both.
 - Bea mentioned that she remembered the student fee handbook allowed students to receive (2) free transcripts and (2) free verifications and that colleges must be able to verify costs of furnishing transcripts.
 - Bea mentioned that the Exec committee asked why we charge \$5.00 per transcript and where in Ed code it is listed. They asked her to bring this AR back to the committee to find out exactly where in Ed Code it lists the fee as being \$5.00 per transcript. They mentioned that if we are charging the \$2.40 processing fee with electronic transcript, can we reduce the \$5.00 transcript fee.
 - Esau mentioned that it's not the committee's job to decide what the cost should be. We will continue to investigate it and see what we may be able to do, but this won't be something that we can change quickly. He mentioned that the \$5.00 fee has been in place at SMC for quite some time.
 - Alicia mentioned that she feels that this does fall in the scope of the committee to review. The committee is charged at looking at every regulation through an equity lens. We have to question everything now differently, because it is about access for students.

- Esau mentioned that we are going to try to encourage students to use the electronic transcript ordering system. Only fewer than 20% of the transcript orders that were processed in the last year, were electronic transcripts and that's despite the fact that Credentials has the largest network of institutions that accept transcripts electronically. When ordering, if the school accepts an electronic transcript, students are given the option to request an electronic transcript to be sent, they are still choosing the paper option.
- The committee agreed to remove any specific costs from the AR and to wait until we know how we are calculating our fees for students before we move it forward for second read. The District would have to look at how these fees are calculated for electronic transcripts.

Motion to approve this AR with the changes, Esau moves, Tom 2nd, (6) Yes

b) AR 5075: Add, Drop, and Withdrawals

1. Bea mentioned that this AR has been moved forward to the Academic Senate for review.

4. Action Items:

a) AR 4230 Grade Entries

- Bea sent out an email to all counselors, regarding their thoughts on the unit limit for pass/no pass. She did a search for UCLA, CSUN, LMU, and USC for their policy on pass/no pass. For most schools: English 1, Critical Thinking Courses, T-Math, major courses should be taken for a grade.
 1. UCLA- Graduate Schools look at the overall GPA, they do not take the pass/no pass into the calculation.
 2. LMU- 20% of their total semester hours can be taken on a pass/no pass basis
 3. CSUN- Has the limit of 18 units that can be taken pass/no pass
 4. USC- 24 Unit limit, 4 of those courses could be general education courses, and the rest would be electives.

She received three responses from Laurie Guglielmo, Dan Nannini, Jose Hernandez.

- Dan- the UC system overall does not accept more than 14 units of pass/no pass & Law School students would have to repeat that class. Bea did not verify.
- Laurie- We should look to see how this effects students overall, they may not be thinking about graduate school now, but in the future taking too many courses on a pass/no pass basis could harm their acceptance. She spoke about her experience applying to graduate school and how they calculated her pass/no pass courses as C's. She also posed what happens at the time of admission, when two students are being considered, both have a 4.0 GPA, but one student has taken pretty much all courses on a graded basis, and the other has a lot more on a pass/no pass basis, would that student with the greater amount of courses taken on a pass/no pass basis be at a disadvantage? Bea said she called the school Laurie attended and they do not calculate P/NP as any grade (not "C"s).
- Alicia mentioned that the CSU's are all over the place regarding their policy on pass/no pass. They do not have an overall policy, their limit ranges from 15-30 units.
- Bea provided the committee a copy of the pass/no pass petition form used by Santa Clara University Law School. She wanted the committee to see how the school lists their policy on courses taken on a pass/no pass basis at the top of their form and asks

students to sign if they agree with the terms. She mentioned this maybe something we could do on our petition form.

- Esau mentioned that we are no longer manually processing these petitions, starting this semester, students now have the option to petition for pass/no pass via their corsair connect. Students are presented with the criteria as articulated on our administrative regulation currently and it is enforced. Students are strongly encouraged to meet with a counselor before applying to make sure it is a good decision to take that course as a pass/no pass.
- Donna asked if a "D" is considered passing for pass/no pass purposes.
- Bea answered that for pass/no pass purposes, you would need to get a "C" or above in order to receive a "P" in the course. "F" or "D" grades, a student would receive a "NP." Pass/No Pass is a way for students to receive credit for the course, and not affect their GPA.
- Esau added that receiving too many "W's" or "NP's" could affect progress probation and disqualification.
- Esau mentioned the difficulties with programming the online pass/no pass petition with student's who switch majors. It's dynamic, the system cannot go back and correct or switch courses they may have taken pass/no pass at a certain time because it didn't count as a course in their major, but then they switch to a class in which that course is counted towards their major.
- Denise mentioned Dan's response on the value of students taking remedial courses for a grade. He mentioned that if students take these courses on pass/no pass basis, then there is no real way to track their progress or any indication of how they are really doing in the class and mastering the information.
- Esau mentioned that he fears changing the unit limitation, due to the fact many students may not be necessarily taking into account how this can affect them in the future, if they decide to transfer or apply for Graduate school.
- Donna showed concern with the language indicating the petition would go through an approval process. She mentioned how students may read the word "Approval" as someone is reviewing their petition and if they are making a mistake by trying to take that class as pass/no pass, that the person reviewing may be able to catch that. There should be concern and clarification on corsair since no review is being done.
- The committee decided to raise the unit limit for pass/no pass to match the UC limit at 14 units. They also agreed that all non-transferable courses and courses graded exclusively on a credit/no credit basis would be excluded from the (14) unit limitation.
- Committee updated the language to say that students must petition for pass/no pass through their student portal by published deadlines. This was changed to reflect the change from students now having access to petition. The committee also suggested that the language in the Student's portal should be revised to alert the student's to its impact and limitations.

Motion to Approve With Changes, Esau Moves, Stan 2nd, (7) Yes at 1:53pm

5. Announcements:

- Esau mentioned that (AR 5070: Attendance) will be returning. Senior Staff rejected the language on religious accommodations, they felt that the language was too strict. They forwarded their notes and concern to Nate. Esau will follow up to see if they have any suggested language they want the committee to use. The committee felt the language we have would make for consistency.

- Bea also mentioned that (AR 5140: Disabled Student Program & Services) will also be returning to the committee for review based on Senior Staff also wanting some changes.
- Bea and Esau agreed to give a deadline for the AR's being reviewed by Student Life. Bea will send it back to them and will notify them that they have until the end of February to have something ready for the committee to review.
- Esau mentioned that the AR for Residency was updated about 2 years ago and he feels we can keep it as it is currently.
- Bea mentioned that the AR 5015: Residency and AR: 4250 Standards of Student Success – Probation and Disqualification, were not up for revision unless we had time this term.
- Bea mentioned that when the committee returns in the Spring, they can begin looking at AR 5010: Admissions, AR's on Student Life, AR's on Honor Code and Student Conduct and proposed revisions to AR: 5070 Attendance, AR 5140: Disabled Student Program & Services.
- The AR's on Honor Code and Student Conduct have not been looked at for about 12 years. Greg Brookins and the Honor Council will have to review.

Meeting Adjourned: 1:58pm

Respectfully Submitted by Aaron De La Torre