Santa Monica College Student Affairs Committee

Meeting Minutes

Date & Time: Wednesday, September 18, 2019
Location: Academic Senate Conference Room (HSS 261)
Chairs: Beatriz Magallon (Chair), Esau Tovar (Vice Chair)
Attendees: Donna Davis-King, Stanley Hecht, Tom Peters, Bridgette Robinson, Mike Tuitasi, Alicia Villalpando, Yongha "Eric" Hwang: Student Rep, Hao Hao: Student Rep
Guest: Denise Kinsella
Excused/Absent: Catherine Weir

I.   Call to Order: 12:04 PM

II.   Public Comments: None

III.   Welcome and Introductions

New administrator will be Catherine Weir. Denise is substituting for Catherine.

IV.   Approval of Minutes: May 15, 2019

Motion to approve Minutes as is, Tom moved, Alicia seconded, (5) Yes, (3) Abstentions: Esau, Donna, and Bridgette at 12:10pm

V.   Review of Scope and Functions of Committee

VI.   Action Item: Role of Student Representatives

a. New representative will be voting member
b. Eric Hwang, A.S. Vice President, will be a voting representative

VII. Action Item: Updates

a. 4226 Enrollment Overlap & Time Conflicts
    i. Addition of *Enrollments in Overlapping Classes* Section *d. The college maintains documentation describing the justification for the overlapping schedule and how the student made up the missed contact hours.*
       a) Esau recommended addition citing ongoing audit.

i) Current practice includes a form.

    1) Form allows processing the enrollment.

    2) Form does not confirm that make-up has been completed.

ii) Instructors should maintain logs that are made available when requested by an auditor.

iii) Without proof, the College can be asked not to claim apportionment.

iv) Auditing expectations change from year to year.

    1) New/Different auditors

    2) Example: This year losing ~35 FTE over holiday determinations

v) Hundreds of students enroll in courses with overlaps/time conflicts

vi) Online form is doable, but MIS is not accepting new projects

vii) Without records, College cannot confirm make-up is being completed

b) Esau suggested it could be handled similar to Positive Attendance – sign in under date and time

    i) Stanley under advisement to retain attendance records for two years. Esau suggested keeping records for three years for graded rosters, but two years is fine for audit purposes (audit files are kept for seven years)

c) Esau recommended including language in AR to mandate it

    i) Exec concerned with language saying faculty will maintain documentation rather than College

    ii) Esau concerned that faculty may refuse to comply if language is not included

d) Esau suggested that faculty must maintain for one full year or turn in to Admissions and Records

    i) Bea noted that this would be a new process

    ii) Esau commented that other colleges have a similar process

    iii) Bea concerned with putting a process in an AR

    iv) Bridgette recommended adding processing language to Section *b*

    v) *The instructor will maintain record of made up time* added to Section *d*

e) Esau said the new process will require two forms

f) Denise suggested requiring faculty turn in records of made up time to prevent a loss of records if faculty does not return for the subsequent semester. Bea added *and turn in to Admissions & Records at the end of the term.*

Motion to Approve AR 4226 with changes, Esau moved, Donna seconded, (10) Yes at 12:39pm

b. 4225 Credit Course Repetition & Enrollment Limitation (formerly AR 4340)

    i. Esau said Military Withdrawal (MW) and Emergency Withdrawal (EW) are not to be included, not counted as an attempt

    ii. Recommended changes from Exec

a) Add *"MW"* and *"EW"* to Section 1.b.
   i) Esau said Military Withdrawal (MW) and Emergency Withdrawal (EW) should not be included as they are not counted as an attempt
b) Add *A student is* to provide a subject to sentence in Section 2.b.
c) Provide a name (e.g. Special Consideration) for the petition in Section 2.c.
   i) Can adopt the policy, but MIS cannot yet implement transcript adjustments
   ii) Esau recommended keeping language as *petition* only
   iii) Add *or Designee* after *Dean of Enrollment Services*
d) Remove *directly* from closing of Section 2.
e) Add *the college shall* to Section 3.e.
f) Provide a name (e.g. Special Consideration) for the petition in Section 4.c.
   i) Petition remains unnamed
g) Replace *Nothing can conflict with* (negative voice) with *This AR is in compliance with* found in closing of Section 4.

iii. Esau commented that the provision, Section 4.c., to annotate transcripts for courses completed at another institution, not SMC, results in potentially substantial increase in workload for a non-SMC related issue. He objected in the past and intends to vote *no*, but he does agree with all other changes.

a) Mike added that the general DPAC committees have a checklist form for impacted areas to provide them with information and input.
b) Alicia commented that MIS is accepting some projects, and she sees this as a critical provision that will help students. **She mentioned that a student counseling appointment scheduling system was completed in May.**
   i) Esau provided the following MIS/IT prioritization:

Required by law	Level 1
Security	Level 2
Guided Pathways (about 20 projects)	Level 3
unknown	Level 4
Operational issues	Level 5

   ii) Esau added that time required of 20+ hours is classified as a project and less than 20 hours is put in a queue.
c) Bridgette asked if the Committee's focus is what best serves students. She would not feel comfortable voting without it being clear that the Committee is voting for something that is student centric, not staff and faculty centric.
   i) Mike responded that the purpose of considering impacted areas is to keep people informed of changes.
   ii) Bea added that once the AR is passed and published, normally the Vice Chair takes those

changes to MIS – that a regulation can change, but MIS still needs to implement it. Esau clarified that it is not the role of the Vice Chair to work with IT to implement changes.

iii) Eric suggested that the implementation and informing of impacted areas should be handled by the Superintendent's office, and discussed by the President and Vice President of Administration.

Motion to Approve AR 4225 with changes, Alicia moved, Eric seconded, (7) Yes, (1) No: Esau and (No) Denise (non-voting), (1) Abstention: Bridgette at 1:02pm. Not in mutual agreement: Esau interprets the provision under Section 4.c. as a proposal to complete work on the behalf of a university impacting staff.

VIII. AR's for Priority Consideration

a. 5430 etc. Student Life
b. 5017 Responding to Inquiries of Immig. Status, Citizenship Status & Nat'l Origin Info
c. 5013 Students in the Military
d. 5015 Resident Determination
e. 5020 Nonresident Tuition
f. 5030 Fees
g. 5050 Student Success & Support Program
h. 5130 Financial Aid
i. 5203 Lactation Accommodation

IX.   Goals and Objectives for 2019-2020

a. Administrative Regulations
    Section 4000 Student Services
    i. AR's b. – i. are Title V changes
        a) 5017 and 5203 are new ARs
        b) Other AR's expected to be minor revisions
    ii. Other AR's on the five-year cycle
    iii. AR 5430 has not been updated since December 2001
    iv. AR's 5430 Student Clubs and 5430 Forming a Club is under review by the Committee
    v. AR 5505 Recording of Classes is being reviewed by the Honor Council
    vi. AR's 4300 Field Trips may be included with AR 5430
    vii. Responsible Use of Computer Resources went to District for review
    viii. AR 5430 Posting and Distribution of Publicity may be reviewed by Bob Myers
    ix. AR's 5500 Rules for Student Conduct, 5505 Code of Academic Conduct and Honor Code/Honor Council is being reviewed by Honor Council

a) Expected to finish in the next Honor Council meeting or two

b) Expected to arrive to the Committee by October

x. Esau recommended prioritizing AR 5017 Responding to Inquiries of Immigration Status, Citizenship Status, and National Origin Information

xi. Bea noted that Student Life needs to be completed and invited Bob to present recommendations at the next meeting

xii. Bea pointed out that Student Conduct/Honor Code will likely not be ready for the next meeting

xiii. Bea suggested that 4000 Catalog Rights may be quick

xiv. Bea announced that 4255 Dismissal of Students for Behavior or Performance that is Unsafe or Contrary to Programs Standards will need to be sent to Nursing for review

a) Esau and Alicia added that it will need to be reviewed by additional special programs, such as: cosmetology, respiratory therapy, early childhood education

xv. AR's 4240 Academic Renewal and 4245 Progress Renewal, unsure of changes

xvi. AR 4231 Grade Appeals – a faculty member had mentioned something

xvii. AR 5012 F-1 and F-2 International Students

a) Esau commented that this was reviewed during Spring 2019

b) Bea suggested that there may be a template from the League for review not addressed in the other AR that was not entirely for international students

xviii. How to Prioritize?

a) Bea invited Bob Myers to present Student Life AR's on October 2nd (next meeting)

b) Esau commented that Student Life AR's are likely to consume two or three meetings and suggested starting them first

c) Work on Spring 2020 priority later (continue work from Fall 2019)

d) Bridgette recommended starting with AR 5017 before Bob Myers presents

e) Esau suggested moving forward with stalled AR's (e.g., Transcript Fees, FERPA, Religious Accommodations). Bea responded they could be reviewed before the five-year cycle AR's.

xix. Prioritization for Fall 2019

a) New AR's (5017 and 5203)

b) Student Life (presented by Bob Myers)

c) Student Conduct and Honor Code

d) Minor AR's (Stalled AR's and five-year cycle AR's)

X.   Other

a. Alicia asked, in regards to AR 4225 Credit Course Repetition, Esau what was meant by "doing work for

other colleges." Esau responded that part of his point of view is that the university has the responsibility to review those transcripts, regardless of where they're coming from, and ensure that they are evaluating them correctly. Esau interpreted Alicia's proposal as a need to alert the transfer university that the student repeated the course at another institution. Alicia responded that she proposed it as an effort to close the achievement gap by benefiting students that repeated coursework, because many CSUs average grades for repeated courses. Alicia added that the proposal has multiple benefits for students. It helps with improving number of students receiving certificates, degrees, and transferring with higher GPA's.

b. Bea asked about students who can actually repeat a course with a satisfactory grade from AR 4225 Course Repetition Section 2.c. Esau responded that some circumstances (e.g., industry standard for employment, required repetition for transfer, had not taken the final, or hindered by an illness) would allow a student to repeat a course that was already passed with a satisfactory grade.

XI.   Adjournment: 1:45 PM

For all documents, visit
www.smc.edu/ACG/AcademicSenate/AScommittees/Documents/Student%20Affairs/SAC%202019-2020.

Next scheduled meeting: Wednesday, October 2, 2019 at 12:00 PM