

Santa Monica College Student Affairs Committee

Meeting Minutes

Date & Time: Wednesday, November 13, 2019
Location: Academic Senate Conference Room (HSS 261)
Chairs: Beatriz Magallon (Chair)
Attendees: Donna Davis-King, Stanley Hecht, Mike Tuitasi, Tom Peters, Alicia Villalpando, Catherine Weir, Hope Ullman: Student Rep
Guests: Bob Myers: Campus Counsel
Excused/Absent: Esau Tovar (Vice Chair), Bridgette Robinson, Hao Hao: Student Rep

I. Call to Order: 12:20 PM

II. Public Comments: None

III. Approval of Minutes: October 30, 2019

Motion to approve Minutes as is, Tom moved, Donna seconded, (6) Yes, (2) Abstentions: Mike, Catherine at 12:21pm.

IV. Old Business: Updates

- a. AR's 5410, 5420, 5203, 5017, and 4226 were submitted to Academic Senate for a second read but Academic Senate did not hold an official meeting so AR's were not reviewed.
- b. AR 5430 Formation of Student Clubs, Area C
 - i. Mike advised the Committee that part-time Associate faculty will not be approved to serve in the role of the primary advisor for a student club.
 - a) Full-time faculty spend more time on campus than adjunct faculty.
 - b) Full-time faculty may serve as a primary advisor in up to three clubs, and part-time faculty may serve as co-advisors.
 - c) Student life will help students find club advisors. To date there has not been an issue in getting an advisor to serve for clubs.
 - ii. Bea asked for clarification on flex hours for part-time faculty.
 - a) Mike responded that part-time faculty are not contractually obligated to serve as student club advisors and cannot advise as a flex activity, because student club advisement is not enhancing educational pedagogy.

- b) Bea added she believes the activities of an advisor and/or co-advisor are considered flex activities.
- c) Donna recommended that we encourage students to find part-time faculty to support a full-time faculty advisor. Campus Counsel responded that Isaac indicated during the last meeting that he would send a survey to all full-time faculty to inform, determine interest, and create a list of full-time faculty interested in serving as a primary advisor.
- d) Campus Counsel added that flex hours are limited. He stated that the Faculty Association believes part-time faculty should be compensated, but it is not provided under the current contract.

Motion to Approve AR 5430. Donna moved, Mike seconded, (8) Yes at 12:33 pm.

V. New Business:

- a. AR 4300 Field Trips and Extra-Curricular Activities
 - i. *Requirements for Field Trips*
 - a) Committee created a new Paragraph 3 to separate language addressing overnight trips from Paragraph 2, which addresses faculty to student ratio.
 - b) Committee removed the language *who is a member of such an identifiable group* under Paragraph 4.
 - c) Per Campus Counsel, no activities currently require approval of a safety plan by the College's Risk Manager. Paragraph 5 addresses how one will handle an incident that occurs during an approved field trip that involve water activities, rock scrambling or climbing, or is located more than one hour from emergency care.
 - i) Added *other high risk activities* to the list of field trips requiring a safety plan per Mike's suggestion.
 - ii) Bea questioned the appropriate time to submit a safety plan to the Risk Manager for approval. Hope confirmed that field trip requests must be submitted a minimum of 10 days before the activity. Committee accepted Campus Counsel's recommendation that the Risk Manager should be contacted at least 10 days prior to activity.
 - d) Catherine asked if the subdivision under Paragraph 4 would apply to in-broad trips, credit courses marketed like study abroad but occur within the country.
 - i) Campus Counsel stated that Title V exception is for study abroad trips, not in-broad trips, and that students needing assistance could not receive District funds but could submit an application to the Academic Senate Relief Fund or other ways.
 - ii) Catherine stated that scholarships are offered to offset some of the cost.
 - iii) Catherine added that students must be administratively enrolled in in-broad after fulfilling a deposit and final payment.

- iv) Campus Counsel summarized that in-broad procedures are handled administratively, and that this AR cannot contain an in-broad exception that would conflict with Title V regulations. Committee did not include an in-broad exception.
 - e) Campus Counsel requested the Committee review appropriate time frame required from emergency medical care to prompt the safety plan requirement. Committee agreed that more than one hour time frame from emergency medical care is appropriate.
 - f) Alicia questioned if staff should receive tourniquet training. Campus Counsel responded that Campus Police officers have tourniquet training, but recommended not pursuing widespread training because improper medical attention can cause injury.
- ii. *Responsibilities of Faculty and Faculty Advisors on Field Trips*
- a) Campus Counsel recommended updating names of field trip forms for uniformity.
 - b) Bea asked if a form exists for students to complete when departing a field trip early. Campus Counsel responded that advisors should document if a student leaves a field trip early. Catherine recommended adopting the Early Departure Form used by IEC. Committee added language to Paragraph 7 to require written acknowledgement on a College approved form of the date and time of any early departure from the trip by a student.
 - c) Committee modified all verb tenses of this section for uniformity.
 - d) Per Campus Counsel recommendation, Committee replaced *promptly* with *as soon as possible* and *College* with *Vice President who approved the trip* in Paragraph 12 to provide a person to be notified if an injury occurs on a trip. Mike expressed concern that the Vice President may not be reachable. Committee added the Vice President's designee as a contact. Per Campus Counsel's suggestion, Committee added *For serious injury or death, also contact Campus Police*.
- iii. *Student Responsibilities*
- a) Donna questioned if students with a medical prescription should disclose that information. Alicia asked if a student should disclose a medical condition. Campus Counsel reminded the Committee that the College must be careful regarding the ADA implications of asking too much information. Campus Counsel added that international trips do require a medical screening questionnaire, but requiring this information for all field trips is not necessary. Committee decided not to add medical disclosure requirements.
 - b) Alicia questioned if a student's voluntary medical disclosure adds to an advisor's responsibilities. Campus Counsel responded that most faculty that attend field trips have no first aid training.
 - c) Bea questioned the College is liable for a minor's prescriptions. Campus Counsel reminded the Committee that minors require parental consent and would need to review the form.
 - d) Regarding Paragraph 3, Campus Counsel advised the Committee that federal law, state law, and College policy does not allow consumption of marijuana on campus or at College events.
- iv. *Liability Waiver*

- a) Committee modified language of Paragraph 2 to read *College employees conducting field trips approved in accordance with the procedures above are covered by the College's liability insurance program.*
- v. Because AR 4300 replaces AR 5450 and AR 4440, Committee reviewed for missing language.
 - a) Donna questioned if AR 4300 indicates that it is the responsibility of advisors to implement the approval process. Bea responded that a manager can also implement the approval process. Campus Counsel responded that the student process is to secure funding for the field trip.
 - b) Committee agreed with Campus Counsel to exclude from AR 4300 the language found in AR 4440 that required advisors to determine if a student's automobile to be used to transport students is in reasonable operating condition.
 - c) Bea noted that AR 4300 excludes language from AR 4440 requiring students to have a College identification card.
 - d) Committee added direction to AR 4410 to find Student Code of Conduct under Section *Student Responsibilities*, Paragraph 1.

Motion to approve AR 4300 as revised. Donna moved, Mike seconded, (8) Yes at 1:38pm.

- b. AR 5570 Credit Card Marketing
 - i. Campus Counsel introduced AR 5570 to protect students from credit card companies by limiting high pressure marketing tactics. This AR intends to provide a cooling off period between when a student completes an application for a credit card and when a student submits an application for a credit card.
 - ii. Donna questioned the use of the word *subsequently*. Per Campus Counsel recommendation, Committee changed *subsequently* to *either at the time of solicitation or any other time while on-campus.*
 - iii. Donna questioned how this AR affects solicitation via email. Campus Counsel responded that the College has no control over solicitation via email.
 - iv. Bea questioned if this AR should include a location for hand-delivery of an application. Committee added language to include a location.
 - v. Committee changed *violation(s)* to *violation* in Paragraph 4.
 - vi. Bea asked if the College includes credit card and debt education and counseling sessions as part of the orientation for new students, as outlined in Title V. Requires follow-up to verify that the College is providing credit card and debt education during orientation.

Motion to approve AR 5570 as revised. Catherine moved, Stan seconded, (8) Yes at 1:53pm.

- c. AR 3900 Use of C. Property for Speech & Other Act.
 - i. Campus Counsel recommended reviewing the introduction last, because changes made throughout the AR will shorten the time required to review the introduction.

The Committee did not review this AR. Postponed to next meeting.

d. AR 5431 On-Campus Events by St Org's & Clubs

The Committee did not review this AR. Postponed to next meeting.

VI. Announcements: None

VII. Adjournment: 1:56 PM

For all documents, visit

www.smc.edu/ACG/AcademicSenate/AScommittees/Documents/Student%20Affairs/SAC%202019-2020.

Next scheduled meeting: Wednesday, November 20, 2019 at 12:00 PM, HSS 261

Respectfully Submitted by Nicholas Chambers