

Santa Monica College Student Affairs Committee

Meeting Minutes

Date & Time: Wednesday, September 16, 2020
Location: Zoom Session
Chairs: Beatriz Magallon (Chair), Esau Tovar (Vice Chair)
Attendees: Donna Davis-King, Matt Musselman, James Thing, Mike Tuitasi, Alicia Villalpando, Catherine Weir, Hope Ullman: Student Rep
Guests: None
Excused/Absent: Kelsey Molle: Student Rep

I. Call to Order: 12:06 PM

II. Public Comments: None

III. Welcome and Introductions:

- a. Bea thanked everyone for being part of the committee, and all attendees gave brief introductions of their varied experience at SMC.
- b. Esau emphasized to keep equity and social justice in mind when reviewing regulations.

IV. Approval of Minutes:

- a. May 27, 2020

Motion to approve Minutes as is, Alicia moved, Esau seconded, (7) Yes at 12:20 PM.

V. Review Scope and Functions of Committee:

- a. **Scope:** The committee evaluates all administrative regulations concerning student affairs, including but not limited to admissions and registration, student progress and graduation, student conduct, student activities, counselling, and financial aid.
- b. **Functions:**
 - i. Develops and revises administrative regulations. When these issues are addressed in Title 5 and the California Education Code, ensure that changes are in compliance with relevant guidelines.
 - ii. Reviews district board policies concerning student affairs matters, and when appropriate, recommends changes.
 - iii. Interfaces with any senate committee that addresses student affairs.

c. Bea asked if the committee wanted to change or add anything to the scope and/or functions. No changes or additions were proposed. Since no changes were made, both Esau and Bea agreed there was no need to vote.

VI. Action Item: Role of Student Representatives

- a. In the past our student representatives have not been part of establishing quorum. However, they have been voting members. Bea asked the committee how they preferred to maintain student representation and involvement.
- b. Discussion on Student representatives:
 - i. Esau favored maintaining student representation, including voting rights.
 - ii. Mike stated it is important to have students attend, but it is important the meeting could proceed (establish quorum) if student representatives are absent.
 - iii. Bea and Esau clarified that quorum will still be maintained without student representatives.
 - iv. Mike agreed this is a good setup. Catherine agreed it is important to include students.
 - v. Donna stated she supported students should be included.

Motion to approve students as voting members, but not be part of quorum. Donna moved, (9) Yes at 12:33.

VII. AR Updates: Passed by Academic Senate May 2020

- a. AR 5040 Student Records, Directory Info & Privacy
- b. AR 5040.2 Transcripts or Verification of Student Records
- c. AR 5040.3 Use of Social Security Numbers
- d. AR 5040.4 Types, Locations & Custodians of Educ Records
- e. AR 5045 St Records: Challenging Content & Access Log

VIII. AR's for Priority Consideration

- a. CC league of California
 - i. Bea showed the committee a document from the league delineating legal updates from October 2019, April 2020, and July 2020. Changes were made to: Financial Aid, Fees, Students in the Military, Student Records, Honorary Degrees etc.,
 - ii. Bea asked if an AR in the 3000 series needed to be reviewed, since she noticed an AR regarding computer use among them.
 - iii. Esau responded we have an AR in the 4000 series that is for computer use, which should be updated.

- iv. AR 4235 Credit by Examination: Esau mentioned faculty has requested that SAC review this AR. Because changes have been made to accommodate different ways of granting college credit for work experience, rather than solely through examinations as we are currently restricted to.
- v. Esau noted Admissions & Records (A&R) will follow the updated laws strictly regardless if AR's have been updated or not. The A&R office is audited every year, so operational and program changes are made as updates happen.
- vi. Bea asked if students are aware of shower facilities on campus. Mike clarified that the showers are accessible in the CORE performance center. Students that identify as homeless are done so via their financial aid application. Bea thought this could be an equity issue, to ensure students are made aware of these services. Bea asked if there are other ways to identify those students. Mike explained that it is self-reported. However, counseling also refers students to resources. Esau stated this is also part of the admissions application. Students have the ability to mark "currently homeless" on the application. Bea wanted to know if we could reach out to these students. Esau responded that we may not divulge that information unless there is a program specified for that. However, there is a way we reach out to AB540 students. So, we could also do the same for the homeless population by guiding them to resources available at SMC.
- vii. AR 4435 Bea asked if this is SAC's responsibility. According to Lisa it is not. Esau suggested forwarding it to the IT committee. Esau additionally pointed out several of the 4000's AR's need to go to the curriculum committee. Bea asked if any of these AR's stand out to any members. For instance some of these have been reviewed like the Pass/No Pass, but it was made part of another AR.
- viii. Donna wanted some priority given to the voter registration process. Esau answered that we are already complying with this update. Mike stated we are the second in the state as far as registering students. Esau stated we are required by law to send communication etc., Mike further stated that the pavilion will be a voting station.
- ix. Bea explained even if SAC attempts to review 20 regulations. SAC may not get through them all, since reviewing takes time. Sometimes sub-committees are formed to modify AR's, and then SAC reviews those changes. Esau pointed out the sub-committees are helpful in order to work on these ahead of time proposing language for SAC's review. As it speeds the process up, Bea however preferred addressing most AR's within the SAC.

IX. Goals and Objectives: 2020-2021

- a. Administrative Regulations Section 4000/5000 Student Services – Document
 - i. AR numbers are being changed to match all Community Colleges in California.
 - ii. Bea stated most of the AR's are updated.
- b. Prioritizing Goals 20-21 – Priority of 1, 2, or 3 given to each AR. Priority 1 being highest.

Brief discussion regarding background/content of each AR, and priority given to each AR below:

- i. OAR #4111.4 NAR# 5050 Mandatory Assessment, Course Placement and Challenge procedures, Bea stated this AR was on the agenda for Spring 2020. Alicia asked if the league proposed language for this AR. Esau answered he was not sure if the language has been finalized, but he would like to give this AR a priority 1. Bea asked Matt if he agreed, he did. Priority 1.
- ii. OAR# 4114 NAR# 5050# Student Success and Support Program, Esau explained this AR focuses on requirements such as placement, education planning, etc., New language has been added for student equity. Priority 3.
- iii. OAR# 4344 NAR# 4255 Dismissal of Students for Behavior of Performance that is Unsafe or Contrary to Programs Standards, Bea explained in some programs, like nursing, students can be dismissed from programs based on their behavior if can cause harm to themselves or others. These types of AR's are usually sent out to those departments for review. Then SAC reviews and finalizes those edits. Priority 3
- iv. OAR# 4356 NAR# 4100 Number of Degrees and Certificates Awarded to a Student – SMC used to only allow two degrees, now the number is unlimited. However, based on new funding formula SMC will only receive funding for the highest degree earned per Mike.
- v. OAR# 4351 NAR#4000 Catalog Rights – no changes, priority 3.
- vi. OAR# 4354 NAR#4100 Career and Department Certificates of Completion, Esau stated that currently students have to complete 50% of courses at SMC in order to get a certificate. Therefore, this requirement poses as a barrier to students earning these certificates. Since students often have taken coursework at other colleges, and would have to repeat the same courses at SMC. The 50% requirement is not a requirement from education code. Alicia wanted to prioritize this as 1, so did Esau. Bea pointed out that the Business department raised concerns over this AR as well. Priority 1.
- vii. OAR# 4111.5 NAR# 4100 Submission of Official Transcripts and Test scores, Esau explained it used to be a requirement for HS students to submit HS transcripts. Second component was, in order to obtain a degree you also needed to submit official transcripts to SMC. However, this has not changed other than not as much emphasis on HS transcript needing to be sent, other than when we need to see it. Mike stated this does not incorporate how we use their grades at SMC. Priority 3.
- viii. OAR# 4111.6 NAR# 4100 Transfer Credit from Foreign Institutions for a SMC Degree Certificate, Esau stated that foreign transcripts rarely meet unit requirements. In the US a course is 3-5 units, whereas other countries may designate the same course as ½ - 1 unit. Thus, counselors often put together several courses to meet a requirement. Esau wanted to change it to full credit; meaning Psych 1, in a foreign institution should be equivalent to Psych 1 in the US. Bea stated this is not for transfer requirement, but for local degree where we have flexibility for courses to meet an area. Esau then clarified it is not that significant to be addressed. Bea wanted to give this a priority 2. Priority 2.
- ix. OAR# 4354.1, 4352.2 NAR# 4100, 4100 IGETC & CSU -No need to go over. Priority 3.

- x. OAR# 4355 NAR#4100 Graduation Proficiency Assessments. Bea asked if we still have these for math. Esau answered we do, students can pass the accuplacer elementary algebra test. Bea suggests we could look at this while we do the OAR #4111.4 NAR# 5050 to ensure they have the same language. Priority 1.
- xi. OAR# 4405 NAR#5530 Student Bill of Rights or Student Rights and Grievances (Lina & Bob) – Bea stated this should be priority 1. It changed with Title 5. She feels the same for OAR# 4411 NAR# 5505, Code of Academic Conduct & OAR# 4412 NAR# 5505# Honor Code/Honor Council, and NAR# 5520 Student Discipline Procedures. Because, these regulations directly impact instructional faculty and the college at large therefore all need a 1. Priority 1.
- xii. OAR# 4435 NAR# ? Responsible Use of Computer Resources, Mike noted this would be important to address since students are borrowing Chromebooks from SMC. Esau mentioned if students damage or do not return equipment, we are asked to place holds on their record. Esau notified academic affairs they should have a fiscal discussion with Chris Bonvenuto. Because, if students damage the equipment the deductible of the current SMC insurance is so high that it makes little sense to utilize. Thus, it would be a good idea to get a separate insurance for these devices, rather than using student holds. Donna liked this idea, Mike agreed. Bea also agreed and thought this should be priority 1. Priority 1.
- xiii. OAR# 4441 NAR# 5505.1 Recording of classes or Redistribution of Online Course Materials, Esau mentioned Jason Beardsley emailed him how some classes are recorded through Zoom, a potential FERPA issue if this recoding is shared with other sections. This AR refers to the old style recorders, not the current technology. Bea stated it used to go with honor council. Bea was wondering if we should give it a new number, since 5505.1 indicates it is related to NAR# 5505 Honor Code, Esau agreed. Priority 1.
- xiv. OAR# 4313 NAR# 4231 Grade Appeals, Esau wanted to change this since it takes 9 months to process an entire grade appeal. There are several layers and deadlines. He suggested having one or two people reviewing, in order to expedite the process rather than a committee. Since Esau administers the process he is aware of the several problems that arise. Bea thought there should be a committee, but mentioned SAC could look at Ed code and Title 5 for a potential streamlined process. Bea suggested priority 2. Priority 2.
- xv. OAR# 4312 NAR# 4231 Faculty Initiated Grade Changes, Bea noted the new number should be changed to 4231.1 not to be confused with new number 4231 Grade Appeals. Donna asked if this AR is related to the previous Grade Appeal AR. Esau answered that this one is more related to when faculty makes a mistake or oversight. Matt mentioned he has completed the process, and it worked well. Priority 3.
- xvi. OAR# 4210 NAR# 5012 F-1 and F-2 International Students, Bea thought we had reviewed this fairly recently. Esau mentioned a section was added in the admissions AR re: noncredit students, regular, and international students. Esau made this priority 3 with a question mark, since he was not sure we addressed all the issues. Priority 3 designation as well for OAR# 4210.1 NAR# 5012 Other Temporary Nonimmigrant Statuses. Priority 3. Catherine will take a look at them as well.

- xvii. OAR# 4332 NAR# 4245 OAR# 4331 NAR# 4240 Progress Renewal, and Academic Renewal, Bea explained how this process applies to students that have substandard grades. Those grades can be eliminated from current GPA, but not from the transcript. Alicia wanted SAC to look at these as current procedure mandates a one-year wait period, and requires 15 rather than 12 units completed. Alicia thought this is a long time and many students can complete the criteria in a shorter time, as well as addressing the unit requirements. Priority 1.
- xviii. OAR# 4342 NAR# 4250 Standards of Student Success Probation and Disqualification (Laurie) Bea stated two years ago this AR was brought to SAC's attention. Since it was last revised in 2016, it was not prioritized in 2018. Bea stated she thought Laurie wanted to lift the caps so that students could enroll in more units. It is a local mandate, but also look at Title 5. Esau stated the vast majority of students on probation are Latinx or African American students. Data from institutional research showed that if students were given the opportunity to take more than 9 units, they indeed completed those successfully. Esau favored granting the status of this one a 1, Alicia and Donna agreed. Priority 1.
- xix. OAR# 4110 NAR# 5015 Residence Determination (Title 5) Regulations, Esau wanted to bring this up with current language in AR since this is audited every year. A & R immediately implements the changes enacted in law and regulations, so in that sense we are current. Priority 2.
- xx. OAR# 4124 NAR# 5030 Fees & Refunds (Title 5) Bea stated she thinks we should look at this. Mike stated there is nothing for the committee to do until the process is changed with the student ID fee by Associated Students. Nothing in the regulation needs to be changed; the issue is that this updated AR which has been approved by the Academic Senate and signed by the President and has not been implemented for three years. Mike stated our role, as a committee, is to review the regulations and make recommendations. SAC is not responsible to "police", nor ensure implementation by the specific department. Bea said it has been the Vice Chair that moves implementation forward. Esau then said he is not responsible.
- a. Alicia asked Mike about student representation fee. Esau pointed out students were indeed notified of this optional fee, which they may opt-out of. Mike explained the student representation fee originated through regulation developed by the Student Senate of Community Colleges. Initially students needed to vote if they wanted a representation fee, this fee would go toward lobbying. Student Academic Senate pushed this fee through statewide, so all colleges had to charge it. It is an optional fee, \$1 goes to statewide Student Senate and \$1 goes to the district AS. Alicia pointed out that many students who receive financial aid never look at the fees summary to actually view student fees, and thus do not opt-out. Students do not get dropped as a consequence since they owe less than \$100, but fees accumulate. Students in these situations cannot enroll in subsequent semesters. Alicia further stated she would like more transparency about this ID fee. Esau stated we have been getting better at communicating with students, since he understands not every student looks at fees assessment page. However, every student that owes more than one dollar is sent several messages. Those messages include instructions on steps of opting out etc., Alicia suggested rather than sending

messages, students should be notified when they add the classes immediately. Esau stated he could put a ticket to MIS for consideration. Bea seconded Alicia's opinion and would like to give this a priority 1.

- b. Discussion continued regarding if this AR needed to be revised. James asked who implements the regulations. Bea explained the process: After SAC finalizes the regulation it goes to Exec then Academic Senate, then out for signatures to Academic Senate President, Esau, and finally the College President. Once that is finalized, it is posted as a new regulation on the website. How it gets implemented is out of SAC hands. Bea stated the Co-chair usually implements. However, Esau clarified that he is just responsible for Admissions related regulations. He stated however, that Lisa Rose could communicate and let SAC know when the President has signed AR's. Bea said that wouldn't address the issue. Esau recommended that he or Bea could forward the signed regulations to the departments that are affected/impacted. Some AR's may have to do with mProfessor or WebISIS for instance. Those are MIS resources of which Esau has no control over. The director of that department prioritizes their work, also weighed in on by the President. That is why Esau often brings up that certain changes will require extensive programming, thus certain changes will most likely not be prioritized and changed anytime soon. SAC can make changes, however other departments including MIS will need to decide how to prioritize projects. Alicia wanted to put this AR on the Agenda for informational purposes, in order for new members to review it. Mike stated he is more concerned about looking at ways of prioritizing other AR's, and felt confident he could work on this AR 4124 with AS and provide updates to the SAC since wording is not changing on this AR. Then SAC could focus on the other AR's. Esau stated, SAC will not be revising the wording on this AR. Alicia then stated again she wanted everyone to review the regulation. Mike asked if the committee would be ok with him providing updates on this AR. Donna stated she liked the idea of following up with Mike. Bea read that a few changes from the League have been posted on this AR.

X. Announcements: None

XI. Adjournment: 2:02 PM

For all documents, visit: <http://www.smc.edu/ACG/AcademicSenate/Committees/Pages/Student-Affairs.aspx>
Next scheduled meeting: September 30, 2020

Respectfully Submitted by: Malin Bohman