

Santa Monica College

Student Affairs Committee

Meeting Minutes

Date & Time: Wednesday, March 16, 2022

Location: Zoom Session

Chairs: Beatriz Magallon (Chair), Esau Tovar (Vice Chair)

Attendees: Donna Davis-King, Matt Musselman, Press Nicolov, Redelia Shaw, James Thing, Mike Tuitasi, Alicia Villalpando, Kamiko Greenwood (student rep), Dom Prendergast (student rep)

Excused/Absent:

- I. **Call to Order:** 12:02 PM

- II. **Public Comments:**
 - a. Bea and James thanked everyone, including Kamiko and Dom, for all the work they do helping students and for the work they did at Tuesday's PD. Mike and everyone else agreed.
 - b. Bea asked if anyone wanted the order of agenda items changed. Esau stated that he would like to move up the AR for graduation so that it could be finished. Bea agreed to move AR 4100 graduation section up on the agenda because Matt received a response from the Department Chair that would allow us to finalize.

- III. **New Business:**
 - a. **AR 4100 Graduation Requirements for Degrees & Certs**
 - i. **Catalog Rights**

SAC resumed editing AR 4100 starting with Catalog Rights within the Degree Requirements section. Esau stated that Catalog Rights needed to have its own category rather than being buried within the AR somewhere else. Alicia asked for there to be a reference for where to find it and Bea stated that it is in a section already within the AR.
 - ii. **Foreign Coursework**

Bea asked if there needed to be changes regarding completed coursework from foreign institutions. Esau had concerns because the titles for the foreign coursework are vague, and the evaluation typically used at SMC is not thorough enough for foreign coursework. Esau stated that this area should "refer to AR 4100.5 Transfer Coursework from Foreign Institutions" added to it.
 - iii. **Math Proficiency**

Matt spoke about his discussion with Colleen about the possibility of changing the waiting period for the math proficiency test. Matt stated that Colleen was good with eliminating or reducing the wait time to two weeks because she believes that students will be using this proficiency test more in the future as SMC is discontinuing all developmental math courses.

 - a. Esau asked Matt to clarify if she wanted to eliminate it, keep it the same, or change the waiting period. Matt stated that Colleen was open to whatever the committee decided but proposed two weeks.

- b. Bea asked the other committee members what their thoughts were. Alicia stated that as a counselor, she recommends that students complete the SMC math placement, and that this would be an alternate way to meeting this math requirement for the local GE.
- c. Esau clarified that the restriction for retaking the proficiency test is one time in their life at SMC. Kamiko stated that she felt as a student, there should not be a limit to how many times someone can retake the test and compared it to other major tests that students take, such as MCATs, LSATs.
- d. Esau stated that most students will be able to complete the math placement and with this option would still need to take an alternate course for math. Donna asked for clarification on what was being changed because she was under the impression that students could only retake the test if they took another class designed to prepare them for the test before they retake it. Bea clarified that the student could take the test and bypass taking the math class as long as they complete another “rationality” class in a different subject. The concern Bea had was if the student is only allowed to retest only once, then they might not be able to graduate. She believes they should be allowed to take the test again.
- e. Donna asked what the reason is for limiting the opportunity to retake the test to only once. Matt stated that it is his opinion that if students are coming to SMC and they are able to demonstrate that they know intermediate algebra from high school, they should be able to pass this test. Because SMC is no longer offering intermediate algebra to help students prepare for the test, he feels like it might be difficult for a student to try to self-study with no support to try to retake the test multiple times. Matt was also unsure of how much it might cost SMC if the test was unlimited. Esau stated that cost would not be an issue, given the small volume of students who typically take this test.
- f. Donna asked if there is a way to satisfy the graduation requirement without taking the proficiency test. Esau stated that they can if they complete the math placement process.
- g. Redelia stated that the discussion was very unclear and confusing to her and that it must be the same or worse for a student, especially if they are challenged in math. She asked if there was a noncredit online self-guided math class that students could take that would help them with the proficiency test. Matt stated that SMC will no longer be able to offer any below transfer level math credit classes going forward. However, there is talk of retooling the Math 1 course as a noncredit class, but that is in the very early stages right now.
- h. Matt said he only brought up reducing or eliminating the testing waiting period and not eliminating the number of times a student could retest to his department chair.
- i. Kamiko stated she would like to see the number of times students can retest to be unlimited because she doesn’t see a negative reason for not allowing unlimited testing opportunities. Donna stated that she feels that students having multiple opportunities to retake the test would be beneficial to the students. She suggested that perhaps the option of retaking the test could be limited to once per semester. James agreed with Donna and Kamiko. He was wondering what the rationale was for limiting the number of times students could take the test because he didn’t see any issue with it unless it was resources and that didn’t appear to be the case.

- j. Press mentioned that there had been a study on students taking a specific test and that the result showed that the students did not show a significant change in their test results.
- k. Bea expressed concerns about not making, at least a temporary decision and waiting for the math department to make a permanent decision because it would not be able to be voted on, so she asked for suggestions from the committee. Kamiko suggested making the test unlimited and then have Matt take it to the math department to get their feedback.
- l. Esau asked for the change to be so that students could retake the test after a 2-week waiting period. After brief discussion, it was decided that a temporary change of allowing a student to retake for the Math Proficiency Exam after a 2-week period.

iv. Major Requirements

Some language edits were recommended by Alicia for section d: Major Requirement section that were discussed at a previous meeting but were never added to the document, only added to the chat of the zoom meeting. Esau stated that he felt this would be a major change and would like more information regarding this change before inserting it here. He expressed that this change is under the purview of the Curriculum Committee. Bea confirmed SMC cannot just award degrees without approval from the State. Alicia shared a link regarding the Major Requirement and will take it to the Chancellor's Office to get clarification. There was discussion about the effect a change would have on the degrees and the change was made direct copy and paste from Title 5.

a. Minimum GPA

Alicia asked that a reference be added to ADT to CSU (f.vii) about the minimum GPA. Reference was included in the section with support from Esau. Bea and Alicia deleted "cumulative" from the section for CSU GPA for the bachelor's degree.

b. Course Substitutions

Bea, with input from Esau and Redelia, changed language about course substitutions stating that a course substitution must be approved by the department chair.

c. Foreign Coursework

Bea finalized the section on foreign coursework for IGETC/CSU GE by keeping a reference to AR 4100.5.

d. Honorary Degrees

Esau added the section back into the regulation since the Board of Trustees will write a new regulation BP 4110 about Honorary Degrees. Bea mentioned that there could not be an AR on this if there were no BP.

v. Motion to Approve

Alicia moved and Esau seconded to approve the changes to AR 4100. Motion passed unanimously.

b. AR 5075 Withdrawals

- i. Esau stated that he read the proposed changes and he felt that he agreed with many of the edits proposed but that there are some areas that need to be looked at by senior leaders rather than the Student Affairs Committee. Bea asked that he share the word documents.
- ii. Discussion goes to FWs regarding instructors dropping students. Alicia states that she thinks students need to be more educated on the withdrawal process and deadlines of dropping a course so that they can avoid an F. She expressed that the FW would give counselors, others

more information about why the student received the F grade rather than just assuming it was an earned failing grade.

- a. Redelia states that she finds it difficult to go through the process of dropping students when they do not drop the classes on their own by the deadline and she has to give them an F. Dom appreciated Redelia's efforts for her students and agrees that the responsibility ultimately resides on the student.
- b. Bea read the proposed change to clarify what the language is in Title 5. Alicia mentioned that faculty probably do not know that FW notation could be beneficial for students in the long run. Bea suggested more faculty input from senate to guide whether this grade notation can be implemented at SMC and that student affairs alone could not make this decision.
- c. It was decided to come back to 5075 for input from faculty and senior staff.

c. AR 4225 Credit Course Repetition

- i. Bea went over language in Repetition of Satisfactory Coursework involving extenuating and extraordinary circumstances. This language came from the proposed Title 5.
- ii. Bea went over language in Student Permanent Academic Record and Grade Point Average (GPA). Esau stated he had concerns about certain proposed changes about academic renewal because it is intertwined with submitting a course repeat. Alicia felt that the process for both to be very confusing. It was clarified that the academic renewal process and the course repeat process are two separate processes. Academic renewal states it is not supposed to be used for courses repeated.
- iii. Esau mentioned clarifying Repetition of Satisfactory Coursework regarding extenuating or extraordinary circumstances and Bea made more language changes with more input from Donna to make it easier to understand. Bea added special considerations committee to the list of who can approve a petition for course repeat. Bea made a notation for extenuating or extraordinary circumstances within this section to define these. Alicia asked if the definitions for extenuating circumstances and extraordinary circumstances could be bulleted to clarify their meanings.
- iv. Kamiko asked about refunds for extenuating circumstances was something that the committee could change. Bea stated that students are eligible for a refund for extraordinary circumstances but not extenuating circumstances. Esau confirmed this.

d. Next scheduled meeting: March 30, 2022

Adjournment: 2:00 PM

For all documents, visit: <http://www.smc.edu/ACG/AcademicSenate/Committees/Pages/Student-Affairs.aspx>

Respectfully Submitted by Angela Bice