

Santa Monica College

Student Affairs Committee

Meeting Minutes

Date & Time: Wednesday, March 2, 2022
Location: Zoom Session
Chairs: Beatriz Magallon (Chair), Esau Tovar (Vice Chair)
Attendees: Donna Davis King, Matt Musselman, Press Nicolov, James Thing, Mike Tuitasi, Alicia Villalpando, Kamiko Greenwood (student rep), Dom Prendergast (student rep)
Excused/Absent: Redelia Shaw

I. Call to Order: 12:01 PM

II. Public Comments:

- a. Kamiko notified the committee that the scavenger hunt was a success with over 100 students in attendance and that they received a lot of good feedback. Students were able to get connected with resources and counselors.
- b. Dom commented that he learned a lot about SMC that he was unaware of before this event, and he is excited by the things available to the students.

III. Approval of Minutes: December 1, 2021

Motion to approve Minutes from December 1, 2021, Donna moved, Dom seconded, (7) Yes, at 12:06 PM

IV. Old Business:

- a. AR 4100 Graduation Requirements for Degrees & Cert's
 - i. Bea and Esau attended the curriculum meeting and Bea presented the changes that were proposed to have students with degrees be waived from the English and math requirement, and that was approved. What wasn't presented was how many units or percentage would be required for a certificate.
 - ii. Bea informed committee that a curriculum member suggested she attend a CTE meeting and see if they would make any recommendations to finalize this missing component. Bea said she thought it should go back to Chair of Chairs and asked Esau what he recommended. Esau advised going back to the Chair of Chairs rather than the CTE committee for this.

V. New Business:

- a. Title 5 Proposed Changes on W, EW, and P/NP
 - i. Bea found that there was a change Title 5 in the percentage of time students have to withdraw from a course with a "W" and it was now 30%. Esau responded that it was not a change but just a difference between SMC policy and Title V policy. Bea wondered why if Title 5 allowed a W notation at 30%, what would make SMC restrict to 20% of the term?

- ii. Bea mentioned that EWs are specifically addressed differentiating between extraordinary or extenuating circumstances. There is a refund option for students petitioning for EW based on extraordinary circumstances.
- iii. Also, there was a change in the pass/no pass policy where students can now choose pass/no pass as their grade up to the last day of instruction versus 30% of the course. Esau stated there is still some confusion as to what the technical “last day of instruction” is. However, he stated that it should be the last day of class prior to finals week. This change for P/NP deadline is permanent and not just due to the Covid pandemic.

Student requests for Late and Retroactive EW Requests

- iv. Alicia stated that this process is very challenging for students because of the 90-day limit for requesting the excused withdrawal after the end of the term when the class was taken. Alicia also stated that other community colleges throughout the state do not have a deadline for this. Also, the process online isn’t very clear.
- v. Alicia thinks it needs to have a chart to clearly layout what steps a student needs to take to complete their request.
- vi. Alicia also had concerns for students who had to stop attending a class for Covid related reasons not understanding that they needed to drop the course, not that the instructor would drop them. Alicia stated that this confusion has recently created a spike in students on probation and a spike in students becoming disqualified.
- vii. Kamiko agreed with these statements. Esau would like to know about the other community colleges' processes and policies to get a better idea of how to support students in this area. Alicia responded that other colleges have a form specifically for requesting an “EW.”
- viii. Kamiko pointed out that the student portal needs to be revamped with W and EW deadlines. Esau stated that it has been posted. Kamiko showed how it is not and Esau then saw verified that it is in the “enrollment” tab. Esau will check to see if it can be put on the “home” tab as it creates more steps that can be confusing to students.

Pass/No Pass Deadlines

- ix. Alicia brought up that there is still confusion about the last day of instruction for Pass/No Pass option.
- x. Donna and Matt both defined their understanding of the last day of instruction for their classes, but Esau pointed out that not all classes are the same (e.g., online classes, short term classes). These dates need to be confirmed.

b. AR 4100.2 Means to Degrees & Certificates, 4111.5 Transcripts & Test Scores, 4111.6 Transfer Credit from Foreign Institutions, and 4355 Proficient Assessment in Math

- i. Change/Combining Similar Section Language
 - a. Bea found language in AR 4100 that was similar to different section in AR 4100.2. AR sections can be combined to prevent such an extensive regulation. Quick edits were made to either eliminate or combine the language later when we make final edits.
- ii. Math Proficiency

- a. Esau brought up the fact that there are many students who do not want to take math courses, as this is one of the requirements for a degree, and some take the proficiency test.
 - b. Matt and Esau discussed the original purpose of the SMC paper proficiency test to meet the equivalent math requirement. Esau confirmed there have only been a handful of students that have met the requirement with this test.
 - c. Matt mentioned that with developmental math courses being eliminated this option may become more popular. Most students will probably meet with initial math placement.
 - d. There was also concern about the 8-week waiting period before a student can retake the test. They were both concerned about students taking the time to prepare for retesting and not being proficient in the material. Donna mentioned that retesting data does not support this.
 - e. Matt will bring this up to his Math chairperson and let us know what direction the math department wants to take on this.
 - f. Esau, Bea, and Matt discussed how to go about cleaning up the language in the AR to be clearer.
- iii. Institutional Accreditation
- a. Bea asked why students would have to first earn 30 regionally accredited units before an evaluation for non-regionally courses is prepared.
 - b. Esau agreed to eliminate section regarding 30 units to be completed for an evaluation of non-regionally accredited coursework. Kamiko agreed.
- iv. Foreign Coursework
- a. Bea confirmed with Esau that it would be good to copy the language in section 8 of AR 4100.2 and paste it in AR 4100.
- v. Transcripts
- a. Bea brought up a section of the AR that has similar language in AR 4100 and proposed to copy it and just eliminate the first paragraph.
 - b. Alicia was asking why all previously attended college transcripts are being requested. She pointed out that this is a statewide discussion with other community colleges. She proposed that the language specify if students need to submit all transcripts or if they can submit transcripts that are applicable to the coursework they are seeking to use at SMC.
 - c. Esau stated that this can be something to be discussed further but that it is very challenging.
 - d. Estela commented that SMC does not demand all transcripts but that getting all transcripts makes it easier for students and staff to identify courses needed and courses that were already taken and do not have to be repeated. She also stated it is important for students to meet with counselors to clarify requirements for their program.
 - e. Bea asked why they couldn't just be unofficial transcripts since those are the only ones needed by counselors to prepare an evaluation of coursework.
 - f. Bea asked why SMC transcripts include GPA and grades from other Colleges/Universities? Esau stated that it is how the system was designed so that we can properly account for the units required for a degree/certificate the student earns on the basis of external coursework.
 - g. Esau explained that it crosses over to other areas of need regarding transcripts, not just graduation requirements.

- h. Donna suggested that the following language be included in the paragraph: *students are encouraged to meet with a counselor prior to submission*. The language for this entire paragraph was reworded and discussed by Donna, Esau, Estela, Alicia, and Kamiko to clarify the requirements.
- i. Alicia asked if students receive an email or message about the submitted coursework when they apply. Esau stated that they do send out a general email/message stating that the student has submitted external coursework and to meet with a counselor. Estela stated that when the student petitions for a degree or a certificate they get an email verifying that their petition was submitted, and in that automated message, it also states that if they're using external coursework that the official transcripts have to be on file.
- j. Press stated that he felt the language might be easier to understand if it is a bulleted list so students can clearly identify the steps they need to take. The language is still a point of contention and will be discussed further to make sure it is clear.
- k. Kamiko asked about assistance for students to help them pay for the official transcripts. Bea stated that the first 2 transcripts are supposed to be free but that is not happening for some reason. Bea agreed with Kamiko that there should be assistance for students as it can get expensive. Especially for students who have to resubmit transcripts repeatedly after completing coursework. Bea mentioned that the regulation on Transcripts was specifically changed about two years ago because Esau did not want his staff manually processing transcripts. She mentioned she was working with a student and tried finding how she could get her first two free transcripts. Nothing in the Transcript section referred to free transcripts. She mentioned that the college gets \$5 profit from each request and that the college was supposed to provide the first two free especially after this requested regulation change. Esau mentioned that staff are back on campus and free transcripts are being processed. Bea mentioned how would students know and even she could not find in A & R website transcript section the availability of first two free transcripts? Esau stated that other institutions charge as much as \$9 per transcript. Esau stated that he does not have the authority to change the electronic fee requirement for transcripts. Bea mentioned the committee was never informed this was not going to be possible and that students who want to order free transcripts should be able to clearly and easily find that option.
- l. Kamiko asked how she could initiate a conversation about providing additional transcripts for free. Esau directed her to write concerns to VP Michael Tuitasi as he had to leave meeting early.

Next scheduled meeting: March 16, 2022

Adjournment: 2:01 PM

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

Respectfully Submitted by Angela Bice