

# Santa Monica College

## Student Affairs Committee

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### Meeting Minutes

**Date & Time:** Wednesday, March 30, 2022  
**Location:** Zoom Session  
**Chairs:** Beatriz Magallon (Chair), Esau Tovar (Vice Chair)  
**Attendees:** Donna Davis-King, Matt Musselman, Press Nicolov, Redelia Shaw, Mike Tuitasi, Alicia Villalpando, Kamiko Greenwood (student rep), Dom Prendergast (student rep)

**Guests:** Jamar London (Academic Senate President)  
Teresita Rodriguez (VP, Enrollment Development)

**Excused/Absent:** James Thing

#### **I. Call to Order: 12:01 PM**

- a. Introduction of Angela Bice (recording secretary)
- b. Bea introduced Jamar London to the committee.
- c. Esau stated that Teresita is going to be joining the meeting later.

#### **II. Public Comments:**

#### **III. Old Business:**

- a. AR 4100 Graduation Requirements for Degrees
  - i. Bea was unable to introduce the changes to the senate floor because the agenda was full, but she received an email for proposed changes attached. Only one change caught her attention regarding a change in wording in degree requirements: use of the words Department Chair to Faculty Chair. Esau stated that he would prefer to keep "Department Chair" and Bea agreed. The proposed changes were accepted by the committee.
  - ii. Voted on the changes at 12:08. Motioned by Matt and seconded by Alicia. Approved unanimously.
- b. AR 4225 Credit Course Repetition
  - i. Bea started at 5. Active Participatory Courses that are Related in Content. Bea proposed adding language from just extenuating circumstances to also including extraordinary circumstances.
  - ii. Bea noted that there was improper use of extenuating or extraordinary circumstances in section 2. Repetition of Satisfactory Coursework and changed them with assistance from Esau, Dom, Donna, Press, and Alicia to clarify the exact circumstances that can be applied.
  - iii. Voted on the changes at 12:18. Moved by Alicia and seconded by Press. Approved unanimously.

#### **IV. New Business:**

- i. Before New Business could begin, Esau stated that he thought there were still important changes to be made to AR 4100 subsections regarding graduation. Bea mentioned that the committee had agreed to prioritizing regulations on W, EW & P/NP at another meeting.
  - ii. Alicia recommended a subcommittee, or some other evaluating group take on the graduation changes (such as the evaluators). Esau stated that he was not comfortable with taking the changes to a subcommittee. Alicia pointed out that she feels there needs to be valuable input from his area into this AR regarding graduation. Esau agreed to review the remaining graduation-related ARs on the agenda and propose revisions.
  - iii. Teresita joined the meeting and introductions were made.
  - iv. Kamiko expressed concerns she received from students about students not being able to submit a graduation petition year-round, rather than being limited to a set window of time.
  - v. Alicia reiterated that she felt this matter should be addressed by Esau's department, including the evaluators, and be addressed at a later date.
  - vi. Teresita asked Kamiko about the concerns she has regarding the graduation petition and having the ability to petition year-round rather than having a set window. Teresita expressed concern because there might be a long wait time for students to hear back after the petition, depending on the time of year they submit the petition. Kamiko stated that students are aware of that fact but still want to be able to submit the petitions at any time to avoid missing the deadline and having to wait even longer. Teresita thanked Kamiko for her input and she plans to take this back to her team for discussion and evaluation. Bea stated she was in support of opening the window of time to submit a graduation petition because students who have taken a break or not enrolled, are told they have to petition far into the future and they may forget. Also, with external evaluations, they are not official until semester the student is graduating and notice too late to enroll in a missing class. Bea understood that students do not have access to Degree Audit and they must come to the counselors to find out what they need for graduation. Esau stated that students do have access to Degree Audit through MyEdPlan, but not a standalone degree audit. Bea asked if Teresita could take a look at this and get back to the committee to see if there is anything that can be done to help students.
- a. AR 5070: Attendance
    - i. Bea went over Attendance Accounting, Credit Courses, and Courses Designated as Positive Attendance and minor changes were made by the committee.

- ii. In the section for District Attendance Accounting, Bea believed the language was taken directly from either title 5 or from a manual, she asked Esau if there had been any changes. Esau stated that other types of attendance accounting methodologies are used by the chancellor's office, and some modifications were introduced due to the pandemic. Esau and Teresita suggested making a note to refer to the Student Attendance Account Manual (SAAM) rather than listing all of the technical details, as they are in the SAAM already. Redelia was concerned because she had never heard of SAAM before, and Teresita stated that it is accessible online at the chancellor's website. Bea created a header for Reporting Attendance to make the document have more clarity within the section. After some discussion between Esau, Bea, Teresita, and Donna as to how it should be written and what to include, this section was moved to be under Attendance Accounting. Esau stated that the Credit Courses section should be renamed Attendance Records and Bea made that change and the Courses Designated as Positive Attendance section did not need a header as it is just a continuation of the previous section.
- iii. Bea read the section on Census Reporting and asked if SMC follows the reporting when there is a holiday for the census. Esau stated that there are no holidays during the census at SMC, at least not for the past few years. Esau mentioned that the only time it might happen is during a short-term session. Bea asked if the instructors understand the census reporting and Donna stated that she understands and appreciates all of the reminders sent by Jose from the admission department. Bea wanted to clarify that the census occurs on the third Monday of a regular 16-week class. Esau confirmed this. Bea added the words "or a flex day" to the language already in this section, just in case census should fall on a college flex day.
- iv. Bea moved on to the Student Attendance section. Bea wanted to refer to AR 5075 rather than detailing every exception. Esau pointed out that only the first bullet was covered by AR 5075 so a reference annotation ok, but it would not explain the second bullet. The second bullet was not removed from the section. With input from Teresita, Bea added a fourth bullet about other exceptions that are outlined in AR 5075.
- v. On Ground Courses was read by Bea and asked the instructors in the committee if that section was clear. Redelia stated that it is clear.
- vi. Bea read through the Online and Hybrid Courses section. Redelia attempted to communicate about how requirements should be listed on the instructor's syllabus and posted in the chat that she didn't think it needed any further changes.
- vii. Kamiko went back to On Ground Courses to add language for faculty determining consequences for absences and late arrivals to include "as outlined in the syllabus."
- viii. The Religious Observance and Accommodations section was read by Bea and it was agreed no changes were needed.
- ix. In the Reinstatement and Late Authorization of Course Enrollment section, and after reading it through, Bea was wondering if there would ever be a reason to deny a request for this. Esau stated that there are circumstances when a request would be denied. Kamiko asked if a student had an issue and accidentally dropped a class, but their instructor was able to get them back in, would they need to file a petition to get reinstated? Esau stated that they would not because instructors have authorization codes to assist with this issue.

- x. Bea added 2 points regarding switching courses. Esau stated that this does happen but very rarely and with extreme care because it could be seen as a form of manipulating records. Teresita clarified that both proposed additions are problematic. The first one has to be a change from one course to the exact same course for the exact same length of time. The second one could be switched but they must be manually manipulated and only under certain circumstances. Esau stated he is concerned about the workload required for helping students to switch courses. Bea mentioned this had been done manually in the past. She also mentioned she added these as they were in other CC regulation. Esau has noticed that usually these changes are about conflicts with instructors, not related to scheduling. Another issue Esau pointed out is that if the first instructor has already graded work for the course and whether or not that work will be accepted for credit by the new instructor. He wanted to include language to say that the student recognizes the grade could be impacted. The language for switching exact classes was changed to 20% due to census and by petition. Jamar stated that he wanted to advocate for staying with the 30% change because it could really be helpful to students, and he believes that other faculty would be interested to hear more about this. Esau wanted to clarify that Jamar was speaking about the second bullet and Jamar verified that he was. Esau continued to have unease about the switching of classes being added to the document because classes can have very different goals and objectives and the section transfer would be problematic. Kamiko stated that she felt students would benefit from switching classes because many times students may need to make class adjustments because a class may not fit their educational needs at the time, or the instructor may not be a good fit. Matt stated that he agreed with Jamar about professors being in agreement with having these options available to move students from a higher level to a lower level class when there is a need. Teresita mentioned that all of the committee members ultimately want to do what is best for the students, however, they are still bound by compliance issues. Ultimately the restriction for these sections are ruled by the timing of census. Teresita did mention that there are rare circumstances where changes can be made, and they are addressed elsewhere in the document. Kamiko stated that she would like to get the academic senate involved in this with assistance from the chancellor's office. She would also like to get more insight from professors. Redelia commented that she thought the time should stay at 30% to give students more time to decide if the class is a good fit for them. Bea wanted verification of what the concern was, the census or the drop without W date. Esau clarified the differences and his reasoning for being unsure about making the change. Dom stated that he agreed with Kamiko and faculty that students should have the maximum amount of time the mandated provisions allow which is best for the students, as we all have different learning styles and abilities. He also mentioned that if the regulation could be managed in a way that didn't involve the college's staff, it would be beneficial because then time and money would not be diverted from the department staff needed to handle the changes.
- xi. Ultimately, Esau requested to be given more time to really take a closer look at this before making any kind of decision.

- xii. Esau specifically mentioned that he wanted the minutes to include his unease and concern in making this decision because it will most certainly be an auditing/compliance issue. Alicia stated that she felt this should be put on hold until other ARs can be reviewed/revise. Donna agreed that Esau does need time and maybe it can be covered in the next meeting. Esau stated that he should have something by the next meeting.

b. AR 5075 Course Adds, Drops, and Withdrawals

- i. Bea asked if Teresita had any concerns regarding this AR. She had several concerns but wanted to address the Ws and FWs. She stated that the Academic Senate decided many years ago to not include FWs on transcripts. Teresita said that she thinks this should go before the senate to review and then give guidance to the committee.
- ii. Teresita also stated that there are a few places where it is proposed a drop for extenuating circumstances would not be denied when, in fact, it could be denied. The proper documentation is the deciding factor in allowing these types of drops. Therefore, the language needs to be changed to list the conditions allowed for approval with proper documentation rather than a blanket statement about students not being denied the W for extenuating circumstances.
- iii. Teresita mentioned concerns about the EW petition having a 90 day restriction. Internally she stated that it has become a concern that maybe 90 days isn't enough time. However, the time given cannot be unlimited because SMC has to confer with the faculty of record. There have been requests that are 20 years old! The main reason it was limited to 90 days was to protect the college's apportionment as it can get very costly as the requests add up.
- iv. Bea thanked Teresita for her input. She stated that she took language directly from Title 5 to just use as a starting point.
- v. Bea thanked everyone for joining the meeting and for the great dialogue.

c. **Next scheduled meeting:** April 20, 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