

# Santa Monica College Student Affairs Committee

---

## Meeting Minutes

**Date & Time:** Wednesday, April 20, 2022  
**Location:** Zoom Session  
**Chairs:** Beatriz Magallon (Chair), Esau Tovar (Vice Chair)  
**Attendees:** Donna Davis-King, Matt Musselman, Press Nicolov, Redelia Shaw, James Thing, Alicia Villalpando, Dom Prendergast (student rep)

**Excused/Absent:** Mike Tuitasi, Kamiko Greenwood (student rep)

### **I. Call to Order: 12:06 PM**

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

- a. Discussion of what defines quorum for the meeting. Esau looked back at old minutes to verify but there was not a definitive answer. Matt recalled that the discussion was to establish that at least one administrator needed to be present for there to be quorum. It was settled that the meeting could continue.

### **III. Approval of Minutes: Mar 2, 2022, Mar 16, 2022, and Mar 30, 2022**

- a. March 2<sup>nd</sup> Minutes: Motioned-Esau/Second-Donna
- b. March 16<sup>th</sup> Minutes: Motioned-Alicia/Second-Matt
- c. March 30<sup>th</sup> Minutes: Motioned-Donna/Second-Alicia

### **IV. Old Business:**

- a. AR 4230 Grade Notations
  - i. Bea stated that she presented the changes in AR 4230 to the Academic Senate and there was a very short lively discussion about grade notations/proposed changes. She said due to time constraint, it would have to be brought forward again since it was only discussed for less than 5 minutes and no vote was taken. She suggested that the committee create a document that will clarify the definitions of grade notations/proposed changes. Alicia agreed with Bea's suggestion.
- b. AR 4225 Credit Course Repetition
  - i. Bea stated that she presented the changes in AR 4225 to the Academic Senate and there were no concerns with the inclusion of the new language due to title 5 or units not being used in course repeats for academic renewal since course repeats are entirely different and transcript should be an accurate student record.

c. AR 4100 Grad Requirements for Degrees

- i. Bea stated that faculty in the Academic Senate meeting were confused on the area of Global Citizenship with definition of the minimum grade being “D” or better or “P”. Bea included a few minor language changes to clarify this section. Esau and Alicia both agreed that adding clarifying language is helpful. A vote was taken for approval of changes (unanimous).
- ii. There were other questions during the Academic Senate meeting, but they were all covered during the meeting and did not require any changes to the document. Bea thanked Alicia for her support at the meeting. This was the first reading for the Academic Senate, and it will be going through a second reading.

d. AR 5070 Attendance

- i. Bea found that there was deleted language within the AR regarding district attendance accounting that is required legally to be in the document, so she placed it back into the document “this is required per the Leagues template”. Esau asked about whether it was comprehensive enough for enrollment reporting. Bea stated that she compared it to Santa Barbara City College’s regulation, and it was the same. Esau looked at the language and agreed that it should be ok for the regulation.
- ii. Bea showed a few other minor language changes that clarified items within the document.
- iii. For Census Reporting, Bea asked Esau about grade rosters for instructors after the 20% census, was there a 2<sup>nd</sup> census? Esau stated that it depends on the type of class and the attendance type (examples: Emeritus classes, Non-credit classes). Bea wondered if changes should be made, and Esau stated that there did not need to be any changes for these types of classes.
- iv. Alicia stated that at the last meeting the committee had agreed to postpone discussing the changes because there was still discussion of the 30% but it was discovered that the mention of the 20% was regarding census and not withdrawal referenced in another section of the AR.
- v. In the section for Reinstatement and Late Authorization of Course Enrollment, Bea reminded the committee of previous discussion about the need to switch a class to the same class different section or to switch levels for up to 4 weeks for full-semester-length classes or 30% of the course for all other classes with permission from faculty member(s) with an authorization code. Esau stated that he did some research about this and got responses from several other institutions. The overall response was that students switching to the exact same course and length of course was ok because there would be clear documentation of the student’s participation in the classes. Regarding switching levels, the issue with switching becomes a legal problem for the college because there is no language in Ed Code or title 5 that make it permissible. It would either have to forgive state fees or claim apportionment twice, which SMC cannot do. Esau also consulted with Jason Beardsley and VP Lane and they both stated that the changing of classes to the same class for the same course length would be possible and be processed (not automatically) but that changing levels would not work because of the legal ramifications. Since the college really now only has placement courses for ESL, the need for changes after the 30% isn’t necessary because the instructors are aware of the need to change levels very early on and they manage it within

the department. Esau stated that he would be okay with adding a section to articulate this specific case. He gave specific examples of issues that students would run into if these changes were able to be added to clarify. The switching from different levels is something the student would need to take ownership of themselves and would be considered a drop and late add. They may incur extra tuition fees or/and may cause them to get a W on their transcript. Bea would like SMC to inform students that if they are going to make changes to their schedule that they must do so before the refund deadline for the initial class. Alicia pointed out that these 2 bullet points should not be in the section for attendance, but rather in the section for the add section for AR 5075 and Esau agreed. Alicia also stated that Santa Barbara City College does allow switching levels and that they allow a longer period of time to allow switching of classes. Before moving forward, Esau shared more details about these bullet points. Esau shared his screen to show a document he created, with spelled out details regarding this section of the AR to explain the reasoning behind the issues in this section.

- vi. Alicia stated that she wanted to provide context for why students may need to change classes because many students were having issues with their schedules, life interfering with class schedules and not being able to change classes. Students were having issues with classes, having Ws on their transcripts and having to pay for the same class twice. Dom commended Alicia on her comments of understanding of students and their life conflicts that impact their education. Esau stated that the changing of classes after a certain point really depends on the instructor and what they will allow. Redelia stated that, as an instructor, she allows late adds with the preface that the student must complete the required work that they have missed by adding late and that they typically do well with only rare exceptions. Dom spoke about how lucky the students are to have professors like Prof. Shaw but that not all instructors are like her. He stated that it seems to be easier for the student if the professor is open to communication and states that right at the beginning of the session. James stated that he does not typically add late unless there is a very special consideration. He feels that in his case, he just has so many students, 250 this semester, that it is too much for him personally. But to have this available to faculty and students seems like a good idea. Esau stated that he is concerned about the work students will miss from classes that they transfer into and their ability to complete that work. He expressed concern that a change might be a hinderance to some students rather than something beneficial. Matt stated that the assignments from one class to another might not be transferrable. Also, students may be going into a class blindly and find out too late that the changing of classes may be detrimental to students. Bea appreciated the discussion and expressed that the biggest challenge for the committee is to find a way to prevent the students from having to pay for the same class twice. Esau said that the refund cannot be made unless the drop/add is made before the refund deadline at the 10% mark, not the 20% mark. However, Bea said there was some confusion about the deadlines being different dates because Matt said he saw the dates on mProfessor. Esau took a few moments to do some quick research on this topic.

- vii. Donna expressed that having the discussion on this topic has been revealing and helpful in figuring out what is best for the college and the students. She wants to wait for Esau to figure out what the best course of action should be. Esau found that the refund deadline is at the 10% mark and the drop deadline is at the 20% mark. For some classes it may be different depending on the course length. Donna stated that she wishes there were some sort of flexibility for instructors to drop students so that the students do not have to pay for a class they do not intend to attend. Esau understands that it is complicated and to please always reach out to admissions for help.
- viii. Bea asks what can be done when there is only a 1 day difference between the refund date and drop for W date. Esau stated that there is but only with paperwork (ex. Special consideration petition, request for refund, request for removal of W, etc...). Bea stated this should be in the regulation. It was ultimately decided that this section does need to be moved and can be revised as needed once it is moved.
- ix. Bea continued with Reinstatement and Late Authorization of Course Enrollment within the AR. Alicia recommended all of this section be removed from this particular AR. Bea selected section that will be moved to AR 5075. She asked of the sections about religious observances and excused absences should also be moved. She also asked about On Ground Courses and faculty dropping by the Census Reporting. There is still some confusion about the census date. There are no changes made to the Census Reporting section.
- x. Bea went forward to Student Attendance and Esau asked why 2 bullet points were struck through. Alicia stated that she felt the sentence containing “regular attendance and participation” could look different depending on the class and the instructor. The word Regular was struck through. Dom said that the attendance may need to be specified for classes that are on ground and virtual. Esau did not want to remove too many areas of the section. There was a good amount of back and forth to finalize what this section should state. The section ultimately removed the 2 bullets that were struck out and the last bullet was moved to AR 5075. The statements under the Student Attendance heading were changed to include how class participation and attendance requirements are defined by the professor in the syllabus.
- xi. For On Ground Courses, participation was added to the language. A vote was taken on this change. Donna moved and Esau seconded.

## V. Adjournment: 2:03 PM

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

**Next scheduled meeting: May 4<sup>th</sup>, 2022**

Respectfully Submitted by Angela Bice