

Santa Monica College Student Affairs Committee

Meeting Minutes

Date & Time: Wednesday, October 12, 2022
Location: Zoom Session
Chairs: Beatriz Magallon (Chair), Esau Tovar (Vice Chair)
Attendees: Matt Musselman, Redelia Shaw, James Thing, Alicia Villalpando, Tyrel Deveyra (Student Representative)

Excused/Absent: Donna Davis-King, Press Nicolov, Mike Tuitasi, Alyssa Arreola (Student Representative)

I. Call to Order: 12:08 PM (all present approved conducting the meeting)

II. Public Comments:

- a. Esau informs committee members that there has been an update to the transcript processing and fees. The college is now using Parchment for transcript processing. Processing for electronic transcripts will now average 1-4 hours if there is no problem with the order. Bea thanked Esau and acknowledged the great news for student's re faster service and lower fees. She asked if there will be any issue if the student uses a credit card with a name other than their own. Esau says this will have no impact on processing.

III. Approval of Minutes:

- a. Esau motioned to approve the minutes from September 14, 2022. James seconded (5) yes, (1) abstain
- b. Esau motioned to approve the minutes from September 28, 2022. Matt seconded (5) yes, (1) abstain

IV. Old Business:

- a. AR 5070 Attendance – Bea took to Exec, and they sent it back. Bea made a couple of notes for clarification. There was clarification on the Census date, which is dependent on the class type. Full semester classes have a fixed census date, shorter classes are percentage based. Bea questioned if “substantive contact” or “participation” should be used in the first bullet point under Student Attendance and Withdrawal Requirements. Redelia explains that substantive contact is important in all class modalities and feels this language should remain in the AR. Bea goes on to ask instructional faculty if they drop students in accordance with the statement “instructors may drop students” that is present in most syllabi. Bea also asks what the best practice is, should instructors be dropping students or not. She was surprised that services from special programs may have dire consequences

upon a student dropping below 12 units i.e., veterans, athletes, student help workers or international students. Says she conducted a poll from counselors and the majority supported dropping students but thought students should have an opportunity to remain in the class or get reinstated due to unit minimums. Maybe we should reconsider dropping students because of the impact it may have on students. Matt asks if there is an obligation to drop students who are not participating. Matt gave an example of a student who was dropped, the student asked to be reinstated due to receiving special services and now the student is not participating in the class. Redelia shares language included in her syllabus regarding dropping students, she says she uses GPS and tries to drop students by the census date. Bea believes this is an ethical issue due to the major implications this can have on these special population students. She feels there should be intervention, calls, warning emails and even reinstatement for the students. There is no flag alert for instructors who may drop students, who may fall under the unit requirement, that are part of these programs. Redelia says the only messaging is when the student gets the email that they have been dropped. Esau shares that students in special programs should be aware of program requirements. International students do receive a notification and do have to speak to a counselor prior to dropping, they cannot drop via the student portal but instructors could drop.

- b. Bea advises the committee that she will be presenting the proposal to Exec to consider allowing use of “FW” grade notation.
- c. James asks for clarification on information required to complete the Special Consideration petition. James wants to know if the petition is asking for the last date of attendance or the drop date because he may not always know the exact drop date due to limited availability to that specific information based on the modality. Matt advises James where he can find this information in Canvas. As long as an instructor still has access to the course shell, the last date of attendance is still available. Bea asks about the EW grade and what information is needed to complete that petition. Esau confirms only the last date of attendance/participation is required. The approval/denial of an EW petition is based on what the student says the circumstances are. Bea asks if the language regarding the EW should be included.
- d. Alicia asks if Late Withdrawals still exist, there is confusion between Late/Excused Withdrawal. Esau confirms Late Withdrawal is 75% to the end of the class for that term and a retroactive withdrawal happens after the class has ended. Alicia questions how a petition can be resolved if the instructor does not know the last date of attendance/participation. Esau responds it depends on the modality of the class and comes down to the student statement and documentation. If a class was on Canvas, the committee can check the activity log. Alicia is trying to understand if the decision of the petition will have to do with repayment of financial aid. Is this financial aid related? Will it affect funding for the college? Esau says this is not financial aid related and the issue is, did the student earn the substandard grade. The Special Considerations Committee considers faculty recommendation and feedback to decide petitions.

- e. Bea questions if all faculty is aware that students can be dropped prior to census but reinstated up until the 90th percentile of the class? Esau would be concerned if a student is reinstated at the 90th percentile if the student has not been attending, but it is the faculty member's decision. Redelia says this often happens with F-1 students or a student who will fall below 12 units. She adds that instructors are encouraged to communicate with students and inform them that they can still be dropped for not engaging in the course. Matt says he always reaches out and will issue reinstatement codes if a student is dropped. Tyrel asks wouldn't it be more equitable to prioritize students who are waitlisted when issuing add codes? Esau explains that a reinstate code is for a student who was previously enrolled, not a newly enrolled student to the course. Students should not continue to be added very late into classes, it would be difficult for students to catch up and earn a grade for all the missed assignments.
- f. The difference between add codes and reinstatement codes is discussed. There are two types of add codes the first type is good for the first week of class, the second is good the 2nd week to the 50% point of the class. Matt says any instructor who has ever given an add code should be aware of reinstatement codes and dates in mProfessor. Alicia believes it will be helpful to non-instructional faculty to have the language regarding add codes and time frames included in the AR. Tyrel asks if, post-reinstatement, is there any penalty for late assignments or is it at the discretion of the instructor? Redelia confirms this is at the discretion of the instructor, applies to reinstatement and students with extraordinary or extenuating circumstances. Post census drop language applies to all students on ground, online and noncredit. It is not clear to instructors that a student cannot be dropped for not doing well in the class. Bea noted this language is in Title 5. Esau confirms students cannot be dropped for performance alone. Bea asks faculty members if they have any consequences for late arrivals, they answer no. Esau says this has sometimes come up during grade appeal hearings. Some instructors will mark a student absent after 5 or 10 minutes or x number of late arrivals will equal one absence. James says he thinks this may be important in some courses but not his and he does not do this. Both James and Redelia agree that things happen. Late arrival language is removed.
- g. There are no changes to Religious Observance and Accommodations. Bea asks Tyrel and Alyssa how they feel, as students, about the language used "Student must contact the instructor during the first 2 weeks of the term or as soon as possible once the date is announced for a test, exam or assignment" Tyrel thinks this language is fair.
- h. Esau motioned to approve AR 5070 Attendance. Redelia seconded (7) yes

V. AR 5075 – Course Adds, Drops and Withdrawals

- a. Alicia thinks this language can get confusing and there should be language that differentiates between drop and withdrawal. Title 5 uses withdrawal and not drop. Bea suggests dropping drops from title. Bea says that Counseling should start working on how to assist students with multiple withdrawals. Counselors who advise students about repeating a single course multiple times can be one level of intervention. Esau is mainly thinking of students who enroll and withdraw from multiple courses in the same term. Other colleges do not permit students to withdraw without prior consultation with a counselor/advisor. Esau is not sure if CCC's do this, but some universities do. Bea will mention this to the Counseling department. Tyrel asks if intervention is punitive. Alicia explains that intervention is to help students avoid probation/disqualification for too many withdrawals. Redelia says GPS could be used for intervention and wonders what other tools are available, she also asks Tyrel if he is familiar with GPS. Tyrel is not familiar with GPS, says he has not heard of it. Esau says that only around 3,000 students actively use GPS. Redelia is amazed that the usage is that low. She believes this is an issue and more students should know about it and be using GPS. Redelia uses GPS every semester and says it is a great tool for intervention. Asks counselors if they know about GPS. Alicia says yes, she knows about GPS, counselors have been trained and talk about it a lot. Bea says counseling can talk about things that are more intentional to the special population of students who would adversely be affected. Try to use different retention strategies. Redelia asks if there is an office that reaches out to students that have enrolled for one semester but then do not return. Both Alicia and Bea responded "no, not currently." Bea says this is something that should be done. Bea also thinks the Counseling department should take a look at what changes can be made to be more intentional with these populations and that GPS has also been asked about forming cohorts for intentional interventions.
- b. James asked for clarification on the language regarding student enrollment. Esau says that sometimes students will receive an add code that is expired, doesn't work for them for various reasons. There may also be times when a student uses the add code and then is dropped for non-payment and does not request a new add code. This causes the student to not be officially enrolled in the class. Esau feels this is problematic if an instructor is not taking attendance and then the time comes to report grades. Once the semester has closed there is no way to go back and enter this information. Instructors may issue reinstatement codes that are valid prior to the 90% point of the class.

Meeting Adjourned: 2:00 PM

For all documents, visit: <http://www.smc.edu/ACG/AcademicSenate/Committees/Pages/Student-Affairs.aspx>
Next scheduled meeting: October 26, 2022

Respectfully Submitted by Ma'isha Reid