

# Santa Monica College Student Affairs Committee

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## Meeting Minutes

**Date & Time:** Wednesday, October 26, 2022  
**Location:** Zoom Session  
**Chairs:** Beatriz Magallon (Chair), Esau Tovar (Vice Chair)  
**Attendees:** Donna Davis-King, Pressian Nicolov, Redelia Shaw, James Thing, Mike Tuitasi, Alicia Villalpando, Alyssa Arreola (Student Representative), Tyrel Deveyra (Student Representative)

**Excused/Absent:** Matt Musselman

### I. Call to Order: 12:03 PM

### II. Public Comments: None

### III. Approval of Minutes: October 12, 2022

James motioned to approve the minutes from October 12, 2022. Esau seconded. (5) *yes* (2) *abstain*

### IV. Action Item: Old Business

- a. AR 5070, Attendance. Bea states this AR has been tabled due to AR 5075 having different language in an area common to both ARs. Bea believes the language should align. The refund deadline should read 10% for short term and 2 weeks for full length courses. Asks committee which language should be used, the language in AR 5070 or AR 5075? Esau asks if AR 5070 uses more simplified language, Donna says "Yes."
- b. AR 5075 – Adds/Withdrawals. Esau discourages using language that states an instructor can add a student up to the 50% of the class. This language is removed from the AR. Alicia asks about the 2<sup>nd</sup> census date that she noticed, what is this used for? Esau says there is an automated process that calculates the second census date at 60% for select classes. The reality is this only affects asynchronous non-credit classes. The Chancellor's office made that option available during the pandemic and may be used at SMC only for some courses since most are now back to using positive attendance methodology instead of 2<sup>nd</sup> census. Apportionment for those specific classes is based on an average attendance at 1<sup>st</sup> and 2<sup>nd</sup> census as opposed to actual hours of attendance.
- c. Bea asks if enrollment in 2 or more sections of the same credit course during the same term has to do with the same class as in switching? Esau says this has to be the exact same class for there to be no penalty (i.e., English 1 to English 1 and the class also needs to be the same length--full term or short term). Bea asks how are students aware of switching sections? Esau says they are not, there is no formal switching sections policy at SMC. There is no provision in Title 5 that legally allows for that to

happen. Esau says this is why he does not want the language included because it has an impact on apportionment and what is permissible. This is why the class switches are not an automated process. When it is permitted to occur (generally because an instructor-student major conflict), documentation is required for audit purposes. Alicia and Bea state that permitting the class switch up to the 30% of the class is the process used at Santa Barbara City College. They would like to adopt this process. Alicia thinks this is a good way to retain students. Esau is not in agreement with this. Students will only be approved for a switch under limited extenuating circumstances. Bea asks faculty if switching sections is limited or is it common for them? Redelia says she rarely has this issue or not at all. James says he has never done this. Redelia thinks this is more challenging for GE classes (English/Math) not necessarily classes in other disciplines.

- d. Bea moved on to the language about switching from lower level to higher level classes and vice versa. Esau says this refers to a different course and Title 5 is clear on how enrollment is reported. Esau believes it is inappropriate to wait until after the refund deadline to attempt to move students from one level to another. The instructor can usually gauge within the first few days if the student is not in the correct level of a course, usually before the refund deadline for most classes—with the assumption that some assessment takes place, as is generally the case in ESL, for example. Alicia asks how can students be informed that they can switch to a different class level, if they feel they are in the wrong level, before the refund deadline? Esau says this can be at the point of enrollment, maybe there can be a pop-up message.
- e. Redelia asks if the refund deadline is the same date as the census date? She also says it's difficult to reach students, many don't read notifications or emails. Redelia says most students do not use SMC Go or GPS and are unaware of deadlines. Bea agrees that most students, especially new students, do not look at deadlines or even know what they mean, a lot of the language/process is unfamiliar to students. Esau says that classes that have an enforced prerequisite are enforced at the time of enrollment through Corsair Connect. Alicia asks about a specific refund day, if the refund day normally falls on the weekend or on a weekday. Esau states that the Student Affairs Committee made a recommendation years ago regarding the current methodology on how deadlines are calculated. Deadlines are not limited to specific days of the week and deadlines are posted in the students Corsair Connect portal and also vary by census methodology used in the class. Alicia says the committee may not have been aware of the impact this has on students and would like to make things more equitable and transparent. Esau says this may not be possible due to different class lengths and census dates. On the new Corsair Connect landing page there will be a section titled "Upcoming Dates and Deadlines" that will show the dates for refunds/withdrawals and will consistently be updated.
- f. Donna asks if this conversation has been had before, class switching and instructors agreeing to accept work previously done? Esau says this would be something the specific department should handle. Recently an instructor refused to accept work done in another class section when a student switched sections. This will depend on the willingness of the instructors. Redelia thinks it would be helpful to have instructors from impacted disciplines (English, Math, Modern Languages and some Sciences) to discuss how this affects them. Esau believes this mainly affects classes without enforced

prerequisites. Esau says departments are not always willing to have prerequisites, opting to have advisories, thinking this may affect enrollment in their classes.

- g. Redelia asks what the 10% date is. Bea states Exec had the same question. Esau explains the 10% date is dependent upon the number of days in a short-term class. The 10% is the refund deadline date. Alicia says it is not equitable to have a refund deadline fall on the first day of a class meeting and would like for this process to be revisited. Says students should have at least one week to assess the class. Esau says this is not entirely possible for short term classes since some only meet a few days and the “10%” may fall before the second or third class meeting. Donna asks if there is a way to inform students of deadlines prior to enrolling, can it be part of the class description in the schedule? Esau does not know if Academic Affairs would be willing to make that change, he will pass the question on. Bea says she thinks it will help students if this information was advertised.
- h. Bea asks if there are any AR’s that talk about holds on student records as she had a student being prevented from withdrawing from a course due to a financial hold. There is no specific AR for holds according to Esau. Students should not be prevented from dropping classes although they may be prevented from adding classes. Esau mentioned he worked with various departments and MIS to clean up holds, taking the review to remove barriers seriously. Only a few holds will prevent enrollment. Transcripts cannot be withheld for outstanding fees, but outstanding fees can prevent enrollment. Departments have been denied requests to place holds on students records withholding enrollment based on not returning equipment like calculators. Alicia asks about the library hold; Esau confirms that this hold no longer exists. Esau shared his screen to show the holds that would affect the release of a transcript or block enrollment. Esau believes holds should have a separate AR, if we decide to create one but committee agreed best to place here for now since this is enrollment AR.
- i. Updated Title 5 language says the district shall record an EW on the academic record if the student withdraws due to extraordinary conditions. Esau says the \$10 refund processing fee has been removed for these types of excused withdrawals. Bea questions the language of “students who withdraw or are dropped at the 30% of the term or whichever is less? Esau confirms students are sent messages to drop classes they are no longer attending or participating in, around the major deadlines.

**V. Announcements: None**

**VI. Adjournment: 1:59 p.m.**

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

**VIII. Next scheduled meeting:** November 9, 2022

**IX. Respectfully Submitted by Ma’isha Reid**