

Santa Monica College Student Affairs Committee

Meeting Minutes

Date & Time: Wednesday, November 30, 2022
Location: Zoom Session
Chairs: Beatriz Magallon (Chair), Esau Tovar (Vice Chair)
Attendees: Donna Davis-King, Matt Musselman, Pressian Nicolov, Redelia Shaw, Mike Tuitasi, Alyssa Arreola (Student Representative)

Excused/Absent: James Thing, Alicia Villalpando, Tyrel Deveyra (Student Representative)

I. Call to Order: 12:05 PM

II. Public Comments: None

III. Approval of Minutes:

- a. Esau motioned to approve the minutes from November 9, 2022. Mike seconded. (5) yes (0) abstain.
- b. Matt motioned to approve the minutes from November 16, 2022. Mike seconded (5) yes (0) abstain.

IV. Action Item: AR 5075

- a. Bea asks about Sunday language used in adding a class. Esau says this depends on the class. Lab, online and TBA classes allow a student to add up to the Sunday before the class. Other classes, students can add up to the evening before the 2nd class meeting. It also depends on if the class is full or not. The Sunday language is removed.
- b. Bea states, although Alicia would like to use this language, Title 5 language does not make sense for short term classes. Esau says the correct language is “of the class” not the “length of the term. Esau says traditional classes are 10% of the term and Ed code is clear on this.
- c. Matt proposes to have a definition sheet for clarification of terms, so language is consistent throughout the AR. Matt believes the definitions have slowed the committee down. There is a question about what changed in the SAC regarding refund deadlines. Esau says his understanding is that the Student Affairs Committee changed the AR to go more to the implementation of class specific deadlines. Esau says the current deadlines are consistent with Title 5. The only change is the avoid a “W” deadline, being moved from the 20 percent point to the 30 percent point. Bea says she had nothing to do with MIS or programming, the changes had to do with language in regulation being different for census, “W” and refund percentages vs. Title 5.
- d. Bea asked what types of holds would cause a student transcript to be held. Esau confirms that fraud, name, SSN, DOB and double ID number holds can cause a student transcript to be held.

- e. Esau clarifies that EW are not counted in progress probation calculation and that counselor's are aware of this. Esau says the EW and W are reflected on the transcript. Esau reads the Title 5 language regarding W and EW. Bea asks how a student is affected by getting a W or EW? Esau says the student is not affected; these are not used in grade calculations.
- f. Redelia asks if drop deadlines are listed in Corsair Connect, Esau confirms they are. Bea says especially first-generation students don't know they are responsible for dropping their classes, this is not something they had to do in high school. Bea says there are two screens for students and depending on the screen, students may not see deadlines. The College needs to do more to inform all students of these deadlines. Esau is concerned that the orientation does not cover these practical things. Esau wants to push for the model syllabus to be even more specific regarding the drop deadlines. Redelia says she has verbiage in her syllabus but admits that sometimes she has missed the deadline to drop students.
- g. Matt says he emails student's a reinstatement code when he is planning to drop them. Matt says this leaves the ball in the student's corner if they wish to remain in the class.
- h. Bea asks if a W drop date falls on a holiday, is the date pushed to the next day? Esau says it doesn't happen very often and Corsair is not programmed for that. A manual withdrawal can be done if the student contacts Admissions & Records. The AR language is updated to read that the deadline would be pushed to the following business day if it falls on a holiday.
- i. The committee discusses the language being used to explain how to avoid the W notation on a student transcript (30 percent point). These withdrawals will not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.
- j. Language regarding the W notation on the transcript (75 percent point) is updated. A student will receive a W notation on the transcript between the 30 percent and 75 percent point. The units will be counted in progress probation and dismissal calculations and toward the permitted number of withdrawals and counted as an enrollment attempt according to Title 5. Esau confirms that messaging is sent to students to inform them to withdraw from classes they are no longer attending or participating in. Bea asks if the messaging is sent to personal or SMC emails. Bea says many students don't know how to access the SMC email. Esau says messaging is sent to both emails. The redesigned Corsair Connect portal will have a specific section which will show students the upcoming deadlines.
- k. Bea asks where census is defined. Esau says census is defined in the Student Attendance and Accounting Manual. Academic Affairs has its own procedures on how classes are set up. AR 5070 has weekly census, daily census, withdrawal without "W" at 20%. Withdrawal After Census title is changed to Faculty Role in the Withdrawal Process. Bea continues to read the language contained in the AR.
- l. Esau says a Special Consideration Petition for an EW due to extenuating circumstances can be submitted by a student's representative with written authorization from the student. Esau explains that there are instances when a student may be hospitalized, and a parent can contact Admissions & Records. Admissions is committed to assisting students as soon as student is available or can provide written authorization.

m. Bea asks about the 2- or 3-year timeframe to submit a Special Consideration petition for EW. Bea asks if faculty have to retain records for 3 yrs? Esau says it is 2 yrs, Bea remembers Tere saying it was 3 yrs. Esau says the issue is being able to get substantiating information from the instructor. Instructors may not have records, grades or they may no longer be teaching. Bea asks if the language in the AR should be updated to read "If documentation can be provided by the faculty member?" Esau says it should read "If corroborating documentation can be received." If a student petitions for EW during the term, only an explanation is needed. If the student has received a grade and is petitioning for an EW then documentation is required. Bea says the language is confusing and asks if it should be defined. The definitive language is added under the section that defines Petitioning for an Excused Withdrawal (EW). Bea asks what information instructors need to verify on the petition and why instructors are even involved with this specifically since they may not be aware of circumstances not shared with them? Esau says Admissions does not have the authority to change grades, instructors determine the final grade. Instructor's feedback is required for all circumstances to verify whether the student participated and completed the final exam/assignment. Bea continues to read the language in the AR.

V. Approval of AR 5075

a. Donna motions to approve AR 5075. Press seconded the motion (8) aye (0) abstain.

VI. Announcements: None

VII. Adjournment: 2:06 PM

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

Next scheduled meeting announced: March 1, 2023

Respectfully Submitted by Ma'isha Reid