

# Santa Monica College Student Affairs Committee

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## Meeting Minutes

**Date & Time:** Wednesday, November 9, 2022  
**Location:** Zoom Session  
**Chairs:** Beatriz Magallon (Chair), Esau Tovar (Vice Chair)  
**Attendees:** Donna Davis-King, Matt Musselman, Press Nicolov, Redelia Shaw, James Thing, Mike Tuitasi, Alicia Villalpando, Alyssa Arreola (Student Representative), Tyrel Deveyra (Student Representative)  
**Excused/Absent:** None

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

### II. Public Comments: None

### III. AR 5075

- a. Alicia asks about the 20% of the census language needing clarification. Does this mean 20% point of the class or 20% of the term? She is unclear about the usage of “point”. States in Title 5 it is 20% of the term. Alicia feels the use of point makes the statement vague and does not add any value. Esau says the “point” is in reference to the length of the class. Alicia also has concerns about the usage of the word “percentile”. Says she does not know what that looks like in terms of dates and deadlines percentages. Bea asks if “percentile” was used in a different AR. Esau confirms “percentile” has been used in a different AR. Matt believes the usage of 20% percentile, or 20% point can be interpreted by MIS and believes this verbiage is ok. Alicia is concerned about this language and feels it is problematic.
- b. Alicia goes on to state that in the past there was a chart that listed all dates and deadlines regardless of class length or number of meetings. Now that this has changed, it is difficult to find this information to be able to assist students and it is not transparent. Drop dates in the past were at the end of the week. In Pasadena City College’s online schedule of classes, classes are listed by subject and length, deadlines are consistent regardless of how many times the class meets or the modality. Students should be able to see the dates and deadlines prior to enrolling. Other community colleges have tables that make this information available. What has changed that has caused the dates to change? Esau says the dates are generated based on the type of census and class length. Matt wonders is MIS is calculating the 20% based on meeting days instead of the length of the class. Esau says he believes the deadlines are calculated on meeting days for shorter length classes. These are instructions from Academic Affairs. Positive Attendance and some noncredit classes will have a different methodology. Weekly vs daily census-based deadlines are dictated by Title 5.

- c. Alicia would like any new language to be defined prior to using. Bea advises using “As determined by Title 5.” Alicia agrees as long as the section of Title 5 is listed.
- d. James asks is “substantive, something else” had previously been used. Donna confirms that substantive participation had previously been used. Bea says this language will need to be updated in AR 5070 as well. Bea says the Distance Ed Committee is fine with the use of interaction or contact. James asks if faculty has to define lack of substantive interaction in the way that Title 5 does. Bea is not sure and goes back to section 55204 of Title 5. Redelia asks if instructors need to be that detailed in defining substantive interaction, can this be a quiz or discussion that is conducted during the 1<sup>st</sup> week of the class? Bea says this comes back to instructors withdrawing or not withdrawing students, which is the problem. Bea doesn’t believe this should be specific because it is up to the instructor.

Donna wants to reword #3 of this section to clarify to students that the definition of substantive interaction will fall within the parameters as defined by Title 5. Press asks if there is a discrepancy between the way the instructor defines substantive interaction and the syllabus, would Title 5 be the determining definition? Bea asks Esau if this would be a grievance or would a student be able to petition for a grade change. Esau does not think the committee should be getting into this discussion—on operational matters. The committee would then need to determine if the instructor is in violation. Not only would this involve college policy but also academic freedom. Instructors have control of managing their classes. The committee should be trying to set something that is consistent with Title 5. Every variation cannot be accounted for in how instructors conduct their classes. James asks if academic freedom takes precedence over Title 5. Esau wouldn’t say this is accurate, that is why the instructor should define excessive absences or lack of substantive participation in the syllabus. In grade appeals the language on the syllabus is taken into consideration.

- e. Bea asks about the refund deadline and census dates for 16-week classes. She said they appear to be the same deadline date although refund percentage is 10% and census is at 20% currently. Esau says that is what is in Title 5. Esau says there should be a period after the refund deadline where a W should not appear on the transcript and that time will be increased to 30% instead of 20%. Current programming is a result of apportionment. Senior staff will need to weigh in on changes. A drop between 10% and 30% of the class will not result in a W on the transcript but there will be no refund. Bea said this should not affect census reporting.

- f. Redelia asks if the “dropping” terminology should still be used or should withdrawal be used. Bea says “withdrawing” should be used. Previously dropping referred to the first 2 weeks of a class, withdrawing was after. Redelia clarifies that after census, students receive a W. The committee agrees to use withdrawal terminology. Tyrel prefers greater specificity to language, as a student, he says it is easier to understand. Donna asks for clarification on meaning of “lack of.” Alicia says this means not enough.
- g. James asks for clarification on dropping a student for low grades and says if a student is dropped for nonparticipation, the definition of nonparticipation should be very clear in the syllabus. Donna says she advises her students they cannot miss more than two quizzes, that would be defined as lack of participation. Redelia says her syllabus says four assignments and students are responsible for dropping themselves from the class.

Redelia uses GPS to reach out to students and encourages them to withdraw if they are not doing well in the class. Instructors are strongly encouraged to advise students to use college resources. There was more clarification on the language to be used, participation or interaction.

- h. Esau says he will see if MIS can add the deadlines to the searchable class schedules but cannot promise it will happen—after consulting with Academic Affairs. Alicia says another college has a chart of all extra costs a student may incur and wants to know if something like that can be done at SMC. Esau says he can put a chart together for the fees charged, but not the instructional fees.

#### **IV. Announcements: None**

#### **V. Adjournment: 2:00 PM**

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

**Next scheduled meeting:** November 16, 2022

Respectfully Submitted by Ma’isha Reid