

Santa Monica College Student Affairs Committee

Meeting Minutes

Date & Time: Wednesday, May 25, 2022
Location: Zoom Session
Chairs: Beatriz Magallon (Chair), Esau Tovar (Vice Chair)
Attendees: Donna Davis-King, Matt Musselman, Press Nicolov, James Thing, Mike Tuitasi, Alicia Villalpando, Dom Prendergast (Student Rep)

Excused/Absent: Redelia Shaw, Kamiko Greenwood (student rep)

I. Call to Order: 12:03 PM

II. Public Comments: N/A

III. Approval of Minutes: April 20, 2022 and May 4, 2022

Motion to approve Minutes from April 20, 2022 Alicia moved, Esau seconded, (5) Yes, 1 abstention at 12:08 PM.

Motion to approve Minutes from May 4 Alicia moved, Dom seconded, (7) Yes, at 12:16 PM.

IV. Updates and Old Business:

- a. AR 4100 Graduation Requirements for Degrees
 - i. Bea shared that the Academic Senate approved this AR after second read.
 - ii. Alicia questioned if the revisions on the Associate of Arts degree, for students who have degrees if the English and Math requirement has to be waived and if this had to go through the Curriculum Committee and then to the State for final review and approval. Esau answered this was not necessary since these would only be substitutions and not granting of units. Bea confirmed that these changes were approved by the curriculum committee.
- b. AR 4225 Credit Course Repetition
 - i. Bea shared that the Academic Senate approved this AR after second read.

V. New Business:

- a. AR 5070 Attendance
 - i. The AR went to the DE committee. There were proposed changes to the language. The committee would like to use “substantive interaction” or “participation” instead of “sufficient” or “regularly effective contact”. Bea shared that the committee also suggested to use “Online Education” instead of “Online and Hybrid Courses.” The committee would also like the first sentence of the Census Reporting bullet point to be grammatically correct.
 - ii. There was conversation regarding the census date and drop with refund deadline. Alicia proposed that an informational system or banner on Corsair Connect to remind students of the steps to be taken to successfully withdraw and be eligible for a refund. Alicia feels there is more that can be done to help students versus relying on them to know what action to take, feels there is a lot of reliance that a student should/would contact a counselor. Bea asked if it would be possible for instructors to have two rosters, one for the 10% mark and one for the 20% mark. Esau replied that rosters are up to date to include active students. Bea says additional language may be added to the refund section.
 - iii. The language regarding the census drop date was amended to reflect that instructors should clear their rosters at the end of the first week, when possible. It was also agreed that students with extenuating circumstances, who have been in contact with the instructor may be left on the roster at the instructor’s discretion.
 - iv. Esau will speak with Academic Affairs to see if there is an opportunity to modify census dates since the dates are based on class meetings not necessarily the instructional day.
 - v. Esau advised that students can only be dropped for not meeting course attendance requirements, for on-ground courses. Alicia stated it has been a long time practice that students are dropped for not meeting course requirements and feels as though it is a valid reason for dropping a student. Esau explains of the trouble that it can cause. Says changes can be looked at once the law has changed if it does. Esau recommends language that says a student should speak with their instructor if they are concerned about their performance. A student may be dropped up to the 75th percentile of the course for not meeting substantive course contact requirements.
 - vi. Esau stated that the funding formula applies the same for noncredit classes as it does for credit classes, so students can still be dropped up to the 75th percentile and that students need to attend all sessions of the first week of the course to avoid being dropped. Every asynchronous noncredit course has two census dates corresponding to the 20th percentile and 60th percentile. Revisions will be sent to Scott for review.
 - vii. Language edits were made regarding notification of room change by input from Esau, Matt, James, and Mike.

Motion to approve AR 5070 Esau moved, Donna seconded, (6) Yes, at 1:59 PM.

viii. Bea asked Esau for a quick update on 5075, if there were any changes of new processes from the Chancellor's office for excused withdrawals. Esau said he will need to review if any changes will be made.

VI. Announcements: Bea thanked the Committee members the wonderful work that was done for the year. So much was accomplished. Congrats to Dom on transferring and wished all a wonderful summer.

VII. Adjournment: 2:02 PM

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

Next scheduled meeting: September 14, 2022

Respectfully Submitted by Ma'isha Reid