

Santa Monica College Student Affairs Committee

Meeting Minutes

Date & Time: Wednesday, May 3, 2023

Location: Zoom Session

Chairs: Beatriz Magallon (Chair), Esau Tovar (Vice Chair)

Attendees: Beatriz Magallon, Esau Tovar, Donna Davis-King, Matt Musselman, Press Nicolov, Redelia Shaw, Mike Tuitasi, Alicia Villalpando, Jumico Evi (Student Rep), Tyrel Deveyra (Student Rep)

Excused/Absent: Maribel Lopez

I. Call to Order: 12:03 PM

II. Public Comments:

Bea thanked all for attending meeting and welcomed Jackson Edwards, Dr. Esau Tovar's new administrative assistant. Jackson introduced himself to the committee and fellow attendees introduced themselves in kind.

III. Updates and Old Business:

a. Updates on AR 5075, AR 5011 and AR 4250, AR 4255

- i. Bea took AR 5075 and AR 5011 to the Academic Senate Executive Committee but was not able to present AR 4250 - Probation or AR 4255 - Dismissal and Reinstatement due to time constraints and both will be presented at the next meeting. Bea will present AR 5075 and AR 5011 to Academic Senate next week (the 2nd week of May) however, there were some comments made to AR 5075 that needed to be addressed presently.

IV. New Business:

a. AR 5075 Changes under "Course Adds and Withdrawals from Courses"

i. Clarifications on Enrollment Deadlines and Exceptions

SAC resumed work on AR 5075; both Bea and Esau worked jointly on the edits and presented them to the committee. There had been general concern around the language about 3 exceptions or modalities found in AR 5075 document. There was confusion about the enrollment deadlines with regards to the definition of midnight being 12am or 11:59pm. Faculty had questions on hybrid or arranged hours. Bea stated that faculty wanted to clarify the enrollment deadlines for online and hybrid classes with a lab and there was additional confusion about how the exceptions applied. Esau stated the "general" deadlines do not address the exclusions. Bea, Matt and Esau began to discuss the matter of how the deadlines apply to classes that are under or over 90% full and how those numbers factor into the exceptions found in the AR. Donna stated that the whole process was confusing and that there isn't really a deadline, simply a self-enrollment without an authorization code. Donna further stated that the committee needed to find language that helps make the process of Adding/Reinstatement of courses clearer.

Esau stated some faculty having difficulties with students adding classes after initial safety orientations had been covered (especially as it relates to science courses). Esau does not wish to override this precedent. Esau explained the differences between online, hybrid or arranged hours classes and that the 90% rule in question is anything that excludes online, hybrid, or arranged hour classes. Bea asked Esau what the deadline is for a regular class; Esau responded by saying that if a class is not over 90% full, then the deadline to enroll will be until the evening prior to the first class meeting; if it is greater or equal to 90% full, then the deadline is still before the 1st class meeting. Bea stated that this is where confusion stemmed from. Esau gave an example and explained that if a class meets on Monday, then the deadline for that class is Sunday, but if the class starts on Tuesday, and if there are seats still open, then the student will be able to enroll up until Monday. If a class is less than 90% full, then a student can enroll up until the 2nd evening of the class. Sunday shouldn't be the rule or final deadline date irrespective of when the class starts.

After deliberation, "Adding/Reinstatement of Course" was changed to "Enrollment in Courses". Matt suggests restructuring the "Enrollment in Courses" #1 exception, given that it does not apply to everything under the subsection. Esau, Bea and Donna, and Matt continued to change the language, at length, of the AR subsection in order to make it more concise, clear and readable and more applicable to student and faculty issues. Mike defined the terms "modality" and "arranged hours"; Esau further clarified the two terms. Bea was still unsure of how various exceptions affected the overall readability of the subsection and further language was once again shifted up to the main paragraph of the "Enrollment in Course" subsection. After the continued editing of "Enrollment in Courses" subsection, only one numbered exception remained:

"If the class is less than 90% full, students may add until the evening (11:59 pm) prior to the second class meeting without an instruction authorization code (applies to on-ground courses without labs that meet more than once a week)."

ii. **Crafting "Enrollment Without Add Code" Subsection**

Donna still wanted to keep as much of a delineation between the opening paragraph and the 3 initial exceptions in order to make it as clear as possible for students and faculty. Bea voiced the concern that re-adding the 3 exceptions might lead the Committee back into the same conundrum that was presently being addressed. Donna then suggested breaking the section down into two sections – "Enrollment without Authorization Code" and "Enrollment with Authorization Code"; there were no objections. Esau then suggested the phrase "Authorization Code" be changed to "Add Code", as students colloquially use "Add Code" and may not recognize "Authorization Code". The Committee agreed to this change. Donna additionally suggested 3 additional conditions, which were later updated to 4 conditions. After considerable workshopping, Bea, Esau, Donna, and Alicia, reworded the conditions until the Committee settled on the following for "Enrollment Without Add Code":

"There are three conditions for enrollment without requiring an instructor Add Code.

1. During the regular enrollment cycle, students may enroll in courses directly through their student portal if the class is open and has not yet begun.
2. For online, hybrid, or "To be Arranged" classes (using an alternate method for scheduling), students may enroll through the Sunday evening (11:59 pm) before the first day of class.

3. For classes meeting once per week or courses with a lab, students may enroll through the evening (11:59 pm) before the first day of class.
4. For any class that is less than 90% full, students may enroll through the evening (11:59) before to the second day of class.”

iii. **Crafting “Enrollment with Add Code” Subsection**

The committee then went to work on the “Enrollment with Add Code” subsection, however, Esau quickly recommended that the singular condition found under “Enrollment with Add Code” be moved up to “Enrollment Without an Add Code”, bringing the total additional conditions up to 4. Donna and Bea concurred with this recommendation. Esau, Donna, and Bea deliberated on how to phrase the exception in order to keep the formatting and tone consistent and clear. The committee concluded the language would be:

“Enrollment With Add Code

Once the term begins, students will need an instructor Add Code to enroll in a class, except for the conditions outlined above.

If the class is less than 90% full, students may enroll until the evening (11:59 pm) prior to the second class meeting without an instructor add code (applies to on-ground courses without labs that meet more than once a week).

Additional information may be found on the “enrollment” section of the class schedule, catalog and website.”

iv. **Crafting “Other Permitted Enrollment Processes” and “Section Switch” Subsection**

With regards to the “Enrollment With Add Code” section, Esau recommended creating an additional section heading title in order to delineate additional clarifications made to the enrollment process. The committee agreed with his recommendation. The Committee then continued to the “Section Switch” Subsection. Esau then explained the details of how a “Special Consideration” plays into the “section switch” subject. The Committee continued to deliberate on the location of various phrases and worked out key details in order to help the document read as clearly as possible. They concluded that the language should be:

“Before the “Avoid a “W” deadline, a switch from one section of the same course to another section (class must be of the same length) is permitted under limited circumstances with approval of the instructor of the new section, the department chair, and the Dean of Enrollment Services or designee. Exceptions may be considered.

Students who re-enroll in the same class of the same length and incurred a second course enrollment fee, between the refund and “Avoid a “W” Deadline, may submit a Special Consideration petition for refund. “

v. **Petition for Late Excused Withdrawal Petition and Petitioning for Excused Withdrawal (EW)**

Esau explained that the main change to this portion of the AR comes from changing “Special Consideration Petition” to “Late/Excused Withdrawal Petition”. The “Special Consideration Petition”

is removing anything that has to do with “Withdrawals” in favor of creating one, singular petition for withdrawals. Esau is working to have this feature added to the student portal as opposed to having students manually submit the form. The number of “Excused Withdrawals” should go down due to Covid-19 no longer keeping people from attending classes.

“Students may submit a “Special Consideration Petition” to request a refund of enrollment fees, if the Extenuating Withdrawal was due to extraordinary conditions, per title 5, section 5809”

vi. **Instructor Retention of Records Clarification**

Esau explained that there has never been an official college policy that requires instructors to maintain academic records for 3 years beyond the initial class term. Although there are many records to be found for many other items involving students (who was enrolled in a class, who dropped from a class, etc.), but none that require instructors to hold onto individual student class records for a period of three years. Esau stated that if we are going to require this of instructors, there needs to be a formalized process, which will take some time in order to be effectively put into practice. Esau wished to move forward with this AR. Bea also wished to move AR 5075 forward as it has major implications for students: Withdrawal Deadlines, Excused Withdrawals, and many other processes. If three years is agreed to, a friendly amendment can be made to avoid opening entire regulation.

Motion to approve AR 5075: Donna moved, Alicia seconded, (7) Yes, (0) No, (0) Abstain at 1:49 PM

At 1:48 pm, Donna moved to approve AR 5075. Alicia seconded the move. Bea thanked Donna, Alicia and Esau for supporting the move to take a vote on AR 5075. At 1:49 pm, all present voted “Aye”.

V. Announcements:

Bea announced that the final meeting for the semester for SAC will be on May 17th. Bea and Esau then discussed putting the ARs, that have been approved by the Committee, in priority order so that the most important ARs can be revised by SAC next meeting.

Redelia informed the Committee about an upcoming series of events, “Race Relay”, an ongoing dialogue that is being held in the Student Equity Center.

Esau also informed the Committee that a new version of the student portal, Corsair Connect, will be released on May 18th.

VI. Adjournment: 1:54 PM

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

Next scheduled meeting: May 17th, 2023

Respectfully Submitted by Jackson Edwards