

Santa Monica College Student Affairs Committee

Meeting Minutes

Date & Time: Wednesday, October 11th, 2023

Location: SCC 222

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

Attendees: Beatriz Magallon, Esau Tovar, Donna Davis-King, Matt Musselman, Press Nicolov, Nancy Cardenas, Thomas Bui, Justin Liu (Student Rep.)

Guests: Alicia Villalpando (Interested Party)

Excused/Absent: Sharyn Obsatz, James Thing, Esmeralda Hernandez (Student Rep.)

I. Call to Order: 12:15 PM

II. Public Comments:

III. Approval of Zoom Participation:

- a. Motion to approve Donna-Davis King's participation via Zoom due to Emergency Reasons. Bea Magallon moved to approve, Esau Tovar seconded, (5) Aye, (0) No, (0) Abstain. Unanimous at 12:17 pm.

III. Approval of Minutes:

- a. Motion to approve previous Minutes from September 27th, 2023. Esau Tovar moved to approve, Donna seconded, (6) Aye, (0) No, (0) Abstain. Unanimous at 12:20 pm.

IV. Updates and Old Business:

a. Updates on AR 4250, AR 4255, AR4100.6, and AR 4100.7

Bea informed the Committee that AR 4250 and AR 4255 were passed in Academic Senate. AR 4100.6, AR 4100.7, and AR 4100.10 received their first read - with no comments. Bea also presented AR 4100.4 to Exec. for its first read, which received some comments.

V. New Business:

a. AR 4100.4 – Institutional Accreditation Requirement of Coursework

- i. The Committee's first change to the AR was updating the language regarding accredited institutions to "institutionally accredited institutions". Bea then informed the Committee that she made a friendly amendment to the Academic Regulation to assist with clarity regarding how students work with counselors but was open to having this language changed or clarified further by the Committee. The Committee, with input from Bea, Esau and Alicia, then deliberated on a handful of minor edits regarding paragraph and sentence composition. The Committee then worked on what Exec had recommended regarding major courses being

approved by the Department Chair or Articulation Officer and not Dean of Enrollment Services. The Committee settled on the following changes to the AR, "Students may petition to the department chair or articulation officer (as appropriate) to determine if non-institutionally accredited coursework meets or exceeds the requirements of comparable SMC required courses". The Committee then moved to approve the AR.

Motion to approve AR 4100.4: Donna Davis-King moved, Nancy Cardenas seconded, (8) Yes, (0) No, (0) Abstain. Unanimous at 1:35 pm.

b. AR 5012 - International Students

- i. Bea then introduced AR 5012 to the Committee and thanked Press and Esau for the work they had done thus far on the AR. The Committee added the following opening paragraph, "International Students enrich the teaching and learning experience at Santa Monica College (SMC) and support its mission by contributing to a diverse learning community." Opening from SBCC regulation. Bea then read the AR to the Committee, pausing for Committee members to give comment. Esau stated that the additional language added to the opening paragraph was superfluous and suggested shortening it to the following: "The application process includes submission of appropriate visa information from the country of residence, including DHS forms. The District will notify the applicant of final admission eligibility." The Committee then deliberated and kept language specifically around the geographic distance between a minor student and their guardian. The Committee settled on the following language regarding the topic of first day of class vs. semester: "Be at least 18 years old on the first day of the semester or at least 16 years old by the first day of the semester, show proof of high school completion and have a guardian that lives within 75 miles of the main SMC Campus." Bea continued reading through the AR. The Committee members suggested minor edits and additions to the document for clarity. The Committee then moved to approve the AR.

Motion to approve AR 5012: Thomas Bui moved, Donna Davis-King seconded, (8) Yes, (0) No, (0) Abstain. Unanimous at 1:02 pm.

c. AR 4100.8 Petitioning for Degrees and Certificates

- i. Bea read AR 4100.8 to the Committee and commented on how she had been pushing for students to be able to petition to graduate the year they are graduating, as opposed to the semester before graduation. Bea stated that the reason for this is that if students wait to petition until the semester before graduation, they may find that they do not have the requisite classes needed to graduate by which time it will be too late to do anything about it. Esau stated that Admissions and Records does not have the staffing to be able to process petitions to graduate on an extended deadline throughout the year. Additionally, Esau stated that this proposed extended deadline change would only serve to frustrate students who are looking for a short turnaround on their petition to graduate and are unaware of the considerable amount of time needed to process these petitions given that multiple evaluation tasks, unrelated to "graduation" take place at specific times of the year when "graduation" petitions cannot be reviewed/processed. Esau further stated that the SMC Admissions and Records deadlines for a petition to graduate are already very generous given the fact that many community college's deadlines for the same petition are during Fall semester of the previous year. Bea suggested adding a line in the AR to encourage students to reach out to counselors

to try and mitigate the issue. The Committee concurred with her recommendation and added the following language: “Students are encouraged to meet with counselors at least once per semester for proper course planning to meet goal and graduation requirements.”

- ii. The Committee also added the following language to help inform students about the time needed to annotate a degree or certificate on the student’s transcript: The degree and/or certificate is issued by Admissions and Records at the conclusion of the graduation term (may be about 2-3 months) and is annotated on the student’s transcript. Students should petition for department certificates through the department and are not annotated on the student transcript.” The Committee agreed to not put specific petition dates on the Academic Regulation reason being that students would not likely look at the AR for these dates. Esau also stated that there has been a concerted effort to notify students who are eligible to graduate for any degree or certificate. Bea also added that finding the graduation petition on the website is difficult and making it easier for students would be ideal. Esau will look into this. With a few additional minor revisions and additions, the Committee concluded work on AR 4100.8.

Motion to approve AR 4100.8: Esau Tovar moved, Press Nicolov seconded, (8) Yes, (0) No, (0) Abstain. Unanimous at 1:21 pm.

d. AR 4100.9 Commencement

- i. Bea introduced AR 4100.9 to the Committee. After a complete read-through of the AR and a couple of very brief, minor revisions, the Committee concluded its work on the AR in record time.

Motion to approve AR 4100.9: Nancy Cardenas moved, Donna Davis-King seconded, (8) Yes, (0) No, (0) Abstain. Unanimous at 1:23pm.

e. AR 4100.5 Transfer Credits from Non-U.S. Institutions

- i. Bea then introduced AR 4100.5 to the Committee. Justin Liu sought clarification on elective credits to which Bea explained by providing an example that elective credits would be what students need after major, general education requirements are met and the degree units do not add to 60 units, for example, if they add up to 51 units, the final 9 units needed to hit the 60 total units could be elective units (any degree applicable units). The Committee then discussed the specifics behind what students need to provide with regards to a detailed equivalency report from approved agency. Alicia suggested the relevant language be consistent throughout the AR and on the website; the Committee agreed with her suggestion. After a handful of further edits and minor changes to improve clarity and consistency, the Committee completed work on AR 4100.5.

Motion to approve AR 4100.5: Donna Davis-King moved, Justin Liu seconded, (8) Yes, (0) No, (0) Abstain. Unanimous at 1:42 pm.

f. AR 5220 – Shower Facilities for Homeless Students

- i. Bea thanked Alicia for taking the lead on AR 5220 and noted that she reached out to Elaine (Kinesiology Department Chair) and Chief Adams who contributed to the AR as well; she thanked them for their feedback. Bea then read the AR in its entirety to the Committee. Esau asked that the hours specified in the AR be removed given that the hours are subject to change. Esau suggested that interested parties refer to the SMC website for up-to-date hours. Alicia echoed this sentiment and suggested adding a line that states that hours and dates are subject to change. The Committee settled on the following updated language: "Shower facilities are located on the main campus at the Core Performance Center (CPC), 2nd floor and are open to use by all students Monday through Friday (hours are posted on the Kinesiology website). The CPC is closed on weekends, holidays and when classes are not in session. Limited Locker use policy are posted on the Kinesiology website". The Committee then moved to approve the AR.

Motion to approve AR 5220: Thomas Bui moved, Press Nicolov seconded, (8) Yes, (0) No, (0) Abstain. Unanimous at 1:56 pm.

g. AR 4232 Pass/No Pass

- i. Bea informed Committee members that AR 4232 will not have too many changes. This regulation no longer has a 30% deadline and the deadline is now the last day of instruction and students can petition to take more than the 14 unit limitation on the policy. Maybe we should not include a unit limitation and include a note to students of understanding transfer unit limitations.

h. AR 4100 Graduation Requirements for Degree

- i. AR 4100 is being impacted with Title 5 changes going through the Chancellors Office and would need to be addressed in Committee, Curriculum and Academic Senate. These changes have departmental implications and will be reviewed in our next meeting, October 25th.

VI. Announcements:

VII. Adjournment: 2:01 PM

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

Next scheduled meeting: October 25, 2023

Respectfully Submitted by Jackson Edwards