

# Santa Monica College Student Affairs Committee

## Meeting Minutes

**Date & Time:** Wednesday, May 17, 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)

**Guests:** Nicholas Chambers

**Excused/Absent:** Maribel Lopez

### I. Call to Order: 12:03 PM

### II. Public Comments:

Esau Tovar introduced Nick Chambers, Senior Academic Records Evaluator, and explained his role with respect to the relevant AR revisions. Esau reminded the Committee that the new Corsair Connect launches on May 18<sup>th</sup>, 2023.

### III. Approval of Minutes:

**Motion to approve previous Minutes from May 3<sup>rd</sup>, 2023. Donna moved to approve, Esau seconded, (8) Aye, (0) No, (0) Abstain at 12:10 pm**

### IV. Updates and Old Business:

#### a. Updates on AR 5075 – Section Enrollment Without Add Code and Deadlines

##### Deadlines Revisited

i. Bea brought up additional changes to AR 5075, sub section, “Enrollment Without Add Code”, condition number 4. Esau confirmed that these changes were fine.

Bea noted that someone in the Math department caught an error in the deadline dates for “class census” and how that might affect the Eligibility for Refunds. Esau explained that the deadlines vary based on if SMC is running on the standard 18-week semester or a condensed 16-week semester. Esau then explained the specifics on when a census is supposed to occur during a class timeline. Bea then wanted to address the matter of how to define “the end of a class week” and whether this means it is a “Saturday” or a “Sunday”. Esau explained how any suggested changes to the definition of “the end of a class week” will have cascading, large scale impacts on IT implementation which will, in turn, cause a severe slowdown on the ability to effectively approve and implement Academic Regulations. Alicia then asked a question regarding deadline transparency and commented on how students need to know class deadlines as they impact not only their academic record, but their personal financial bottom line. Alicia stated that students need to be aware of these deadlines as they will help them make an informed decision and requested that they be posted in the online class schedule. Esau reminded the Committee that these deadlines automatically populate once a class comes online in Corsair Connect and are available to the student once they enroll in the class in four separate locations: “Add a Class”, “Home Screen”, “Drop a Class” and in an entirely new section for “Dates and Deadlines”, all available for students to see. Bea thanked Alicia for her comments.

Bea then asked Esau for further clarification on the Sunday deadline of the second week of a full-length semester

course. Bea explained what she understood the refund eligibility deadline to be and asked Matt Musselman if he understood. Matt clarified that the deadlines fall on the second Sunday of the full-length semester course and discussed different interpretations of percentages as it relates to Title 5 which he stated might be the reason why it is confusing for members of the Committee. Esau then presented his concerns with how the Committee is defining the second and third Sunday. Esau explained that due to behind-the-scenes computations, SMC always must start any given semester on Sunday and that Sunday is always counted as Day One. Esau, Bea and Matt continued to deliberate on the “Second Sunday” definition as it relates to subsection, “Eligibility for Refunds (10%)”. The Committee settled on the following: “Per Title 5, Section 58508, to receive a refund for a course, students must withdraw by the Refund Deadline that corresponds to the second Sunday after classes begin for a full-length semester course; and for a short-term course, the student must withdraw by the 10 percent point of the length of the course (known as the refund deadline). “

**ii. Clearing Rosters at Census (20%)**

The Committee briefly touched on subsection, “Clearing Rosters at Census (20%)” and Esau defined “Census” as the third Monday of a full-length semester. Esau explained how a census is defined as the third week of a full-length semester course and of the day immediately prior to the 20 percent point of the scheduled meetings for a short-term course. Bea commented that faculty must be made aware to drop students on the Sunday before census.

**iii. Military Withdrawal**

Bea requested more information and further clarification on Military Withdrawal policy and wants to ensure that it’s correct before presenting to Academic Senate. Having had only having 2-3 military withdrawals throughout all of Esau’s tenure as Dean of Enrollment Services, Esau recommended leaving the “Military Withdrawal” subsection off the current AR in order to keep the process running smoothly through Academic Senate. The Committee concurred.

**iv. Holds Preventing Enrollment**

Bea then asked Esau if we, SMC, want to withhold enrollment verification if a student debt is owed. The Committee deliberated on the matter briefly. Esau commented that since our return from Covid, the Enrollment Verification fee (which pre-covid was \$3 per verification) has been waived. The Committee recommends leaving the section as is to keep it consistent with Ed. Code.

**v. Updates on AR 5011, AR 5075, AR 4250 and AR 4255**

AR 5011 flew by with no comments, received its second read and will likely be approved by the next Academic Senate meeting. Similarly, AR 5075 will also be going for its second read during the next Academic meeting. AR 4250 and AR 4255 are moving forward and will have their first read during the next meeting as well.

**V. New Business:**

**a. AR 4100.6 Other College Credit and Non-Credit Allowed and Not Allowed (New AR#)**

**i. Credit Allowed**

Bea read the “Credit Allowed” section in full for the Committee. After very minor revisions to this section, the Committee moved onto the following section.

## ii. **Military Service Credit**

Bea read the “Basic Service Credit”, “Education Experiences in the Armed Forces” and “Credit for Prior learning and Credit by Exam” subsections in full to the Committee. No substantial changes were made.

## iii. **Education Experiences in the Armed Forces**

Bea then read the “Education Experience in the Armed Forces” subsection in full to the Committee for further discussion. After brief deliberation, subsection d. “Credit for Prior Learning and Credit by Exam” was found to have redundant and incomplete information. Esau went on to further explain that a couple different passages in the subsection partially restated information found in an older AR that deals directly with credit for prior learning and recommended it be removed from the subsection entirely. Bea agreed and edited the following sentences from AR 4100.6: “A student’s academic record will be annotated to reflect college credit earned through such external and college examinations. SMC shall post its External and College examination procedures on its website” and “each department will determine how it will apply external examinations toward credit in the major. For students not already certified in GE (General Education) and/or American Institutions, the campus also determines how to apply credit from such exams towards the local degree requirement.”

## iv. **Noncredit Courses and Credit Not Allowed**

Bea read both subsections in full and the Committee agreed that no changes were needed. Esau, however, did recommend minor changes be made to the formatting and layout of the “Credit Not Allowed” subsection.

***Motion to approve AR 4100.6: Alicia moved to approve, Esau seconded, (9) Yes, (0) No, (0) Abstain at 1:04 pm***

## b. **AR 4100.7 Transcripts and Test Scores**

The Committee then discussed the subject of students submitting official transcripts and test scores at length and after input from Nick and Esau, the Committee decided to create an opening sentence for AR 4100.7 that states: “Students are encouraged to meet with a counselor to discuss applicability of external credit (courses and test scores) toward a degree or certificate, also some coursework may not be accepted.”

### i. **Submission of External Official Transcripts and Test Scores**

The Committee then deliberated on the composition and sentence structure of the first subsection, “Submission of External Official Transcripts and Test Scores” finding it to be unclear and awkwardly phrased. The Committee concluded that the language should be: “Official transcripts and test score reports must be sent directly by the institution/sources to the office of Admissions and Records prior to the graduation deadlines to receive the degree and/or certificate.” Alicia then asked a question about dismissal petitions as they relate to students sending official documents via Parchment to Admissions and Records. Nick and Esau explained that if transcripts come directly from Parchment and are addressed to a school official, they can be accepted. However, if they are first sent to the student, and then to a school official, they cannot be accepted. Alicia then mentioned that she would convene with Nick to discuss the matter further. Esau then further clarified for Donna that students are not allowed to walk their transcripts into Admissions and Records due to the potential for fraud.

### ii. **SMC Transcripts, Supporting Documents and Name & Gender Changes to Former Student Records**

Bea read the entirety of the subsection titled, “SMC Transcripts, Supporting Documents” and Esau commented on how the suggestions found in the working document are answered elsewhere, in full, in a separate AR. The Committee agreed with his assessment and deleted the section in its entirety.

The Committee then moved onto the next subsection, “Name and Gender Changes to Former Student Records”.

While necessary, Esau recommended not including this subsection in AR 4100.7 as the subject matter is not directly related to transcripts. Upon Esau's recommendation, the Committee decided to create a new AR for the purposes of name and gender changes to former/current student records.

***Motion to approve AR 4100.7: Alicia moved, Press seconded, (8) Yes, (0) No, (0) Abstain at 1:27 pm***

**C. AR 4100.10 Reissuing Transcripts and Diplomas based on Name or Gender Changes**

**Name and Gender Changes to Former Student Records**

i. Bea read the opening paragraphs of AR 4100.10 for the Committee. The Committee then addressed the matter of correcting and updating a name or gender change. Esau clarified that they do not charge a fee for correcting records and that if a student wants a new transcript or diploma, SMC does not charge anything different than the normal reissuing cost. For example, if a student is eligible for a free transcript, they will get a free transcript with their updated name and if they are not, they will pay the same amount as anyone else.

Esau, Nick and Alicia then discussed making changes regarding updating the "legal/preferred name" section of the AR to improve clarity. Esau then read related legislation regarding this matter which essentially states that students, faculty or staff need only request an update to school records to change their name, be it their legal or affirmed name. Esau recommend adding/linking Section 6627.41 to the Education Code in AR 4100.10. The Committee then deliberated on the structure and clarity of the subsection and discussed the differences between affirmed and preferred names.

Donna then brought up the issue she's been having with students who send in homework, or paperwork with their preferred/affirmed names, however due to FERPA she is insisting that they use the email address with the name they used to sign up for the class. Donna stated that she is having issues in class because some of her student's name changes can cause confusion and an inability to accurately identify an enrolled student. Esau explains that the situation is very sensitive, and all deference should be given to the student with regards to how and when a student wants to openly reveal their name change. Bea stated that there may be a need to have this reflected in Corsair Connect so that this information can be made available to instructors. Esau shared his screen to show how students may change their name or add their preferred name on their student profile which has been available, even on the old corsair connect, for some time now, however, not all students make use of this function. Nevertheless, Bea suggested interested parties reference a student's profile in order to get the most up to date information. The Committee continued to edit AR 4100.10 for clarity and conciseness. Bea announced this meeting was the last one for the semester, thanked everyone for their invaluable contributions and wished everyone well.

***Motion to approve AR 4100.10: Alicia moved, Donna seconded, (8) Yes, (0) No, (0) Abstain at 2:00 pm***

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

Next scheduled meeting: Fall 2023

Respectfully Submitted by: Jackson Edwards