

# Santa Monica College Student Affairs Committee

## Meeting Minutes

<b>Date &amp; Time:</b>	Wednesday, November 20, 2024 – 12pm
<b>Location:</b>	SSC 222
<b>Chairs:</b>	Beatriz Magallon (Chair), Esau Tovar (Vice Chair)
<b>Attendees:</b>	Bea Magallon, Esau Tovar, Nancy Cardenas, Donna Davis-King, Sharyn Obsatz, James Thing, Alicia Villalpando, Zitlaly Vega (Student Rep)
<b>Guests:</b>	Ana Montes De Vegas
<b>Excused/Absent:</b>	Thomas Bui, Press Nicolov, Matti Castiglioni (Student Rep)

### I. Call to Order: 12:05 PM

### II. Public Comments:

### III. Approval of Minutes:

- a. **Motion to approve November 6, 2024 Minutes: James Thing moved, Esau Tovar seconded, (7) Yes, (0) No, (0) Abstain at [12:10 PM].**

### IV. Updates and Old Business:

#### a. Updates on AR 5203 and AR 4310

##### i. **AR 5203 – Lactation Accommodation**

A.S. requested that the Committee remove number 2., “Permission to bring into a college or university campus a breast pump and any other equipment used to express milk” given that it is not an accommodation. A.S. also suggested that the Committee include the Dean for the Center for Wellness given that some students may feel intimidated taking an event of non-compliance to the VP of Academic Affairs for final resolution. Esau suggested that the simple addition of the phrase “or designee” would remedy the issue.

##### ii. **AR 4310 – Final Examinations and Grades**

A.S. also questioned if the subsection “Nonappearance at Time of Final Examination” was referencing the final examination grade and/or only the final course grade. After deliberation, it was determined to be both; the Committee sought to then clarify the subsection and eliminate all ambiguity. The Committee settled on the following language, “When a student does not

show up for their scheduled final examination, the instructor will determine the final exam score and the course grade in accordance with the course syllabus. The instructor may also find that extenuating circumstances qualify the student for an Incomplete grade. "See AR 4310.1 Incomplete Grades for details." The Committee also briefly discussed some of the reasons why some instructors give the grades they give when a student does not show up to the final.

iii. **AR 5017 – Making and Responding to Inquires of Immigration Status, Citizenship Status, and National Origin Information**

A.S. brought to hand the matter of the incoming Trump administration and questioned why the subsection "The District shall" was not placed closer to the top, given its direct applicability to any pressing situations. Although A.S. did not ask for a change, Bea asked the Committee for their input on the matter. Esau explained that legal counsel, Bob is putting together a one-page document that contains action that SMC staff can take and that can be presented to immigration or police officers so that staff does not have to engage with the officers. Training will likely take place in the spring regarding this matter. Bea stated that faculty and staff need more training on how to deal with police officers who arrive in classrooms for various reasons. The Committee discussed the matter thoroughly, including what it means to "comply" and how best to handle a situation with a law enforcement officer (likely an officer of immigration and customs in this situation but faculty had concerns because police officers have taken students out of classes and they did not know they were supposed to refer to Police Dept and Dean of A & R. Additional revisions may be needed as the situation evolves and other issues need to be addressed. The Committee decided to pause on pushing the AR forward until a later date.

iv. **AR 5500 – Standards of Student Conduct**

Bea explained that A.S. also asked that the updated subsection "T." and "U." be combined with the old "T." and "U." to make it more inclusive. The Committee decided to run it by legal counsel, Bob Myers.

v. **AR 5520 - Disciplinary Procedures for Violations of Standards of Student Conduct**

Bea informed the Committee that she asked Lina if there is a time limit on when a disciplinary matter comes in and how much times does the Committee take to respond. Bea stated that Lina explained that it doesn't take more than a few days (unless there are many complaints at the same time), but that Student Judicial Affairs always tries to respond as soon as possible and so that is why the regulation does not include time limits. Bea then read the subsection "Determination of Discipline" to the Committee.

The Committee then began to change some of the League's verbiage to make it align more with SMC terminology. Bea continued to read through other passages of the AR, making similar revisions. The Committee then decided to make additional changes to the structure and organizational layout of the AR.

**V. Announcements:**

- a. Final Student Affairs Committee meeting on December 4<sup>th</sup>, 2024 with lunch provided.

**VI. Adjournment:** 2:00 PM

**For all documents, visit:**

<http://www.smc.edu/ACG/AcademicSenate/Committees/Pages/Student-Affairs.aspx>

**Next scheduled meeting: December 4<sup>th</sup>, 2024**

Respectfully Submitted by Jackson Edwards