

Santa Monica College Student Affairs Committee

Meeting Minutes

Date & Time:	Wednesday, October 1 st , 2025 – 12pm
Location:	SSC 222
Chairs:	Beatriz Magallon (Chair), Esau Tovar (Vice Chair)
Attendees:	Bea Magallon, Esau Tovar, Thomas Bui, Nancy Cardenas, Donna Davis-King, Sharyn Obsatz, James Thing, Alicia Villalpando, Liz Li (Student Rep)
Guests:	Ana Montes De Vegas
Excused/Absent:	Press Nicolov

I. Call to Order: 12:05 PM

II. Public Comments/Announcements:

III. Approval of Minutes:

a. ***Motion to approve September 17th Student Affairs Committee Minutes: Sharyn Obsatz moved, James Thing seconded, (8) Yes, (0) No, (0) Abstain. Unanimous at 12:16 PM.***

IV. Discussion Items:

a. Updates on Discussion Items

i. AR 5010, AR 5013, AR 5020, SAC Scope & Functions

Bea informed the Committee that the three ARs previously worked on by the Committee (AR 5010, AR 5013, and AR 5020) and the Scope and Functions revised document, had passed Academic Senate. Bea additionally made mention of a change she made to AR 5010 Admissions Eligibility. The AR did not originally include bachelor's degrees; Bea rectified this before it was presented. The Committee then made a minor friendly edit to the AR.

ii. Bea informed the committee that the Academic Senate will only have one read for all regulations unless there needs to be more discussion and it would have to be tabled for the committee or Academic Senate to be able to work on it some more.

iii. AR 5030 Fees and Refunds

Bea discussed the history of AR 5030 with the Committee. Given its length, Bea suggested they return to it when they are ready to tackle a longer AR. The Committee briefly looked through AR and discussed some of the changes made

previously and what needs to be changed moving forward. The Committee made minor changes to the AR removing “grades” and “transcripts” from what the district may withhold if the student does not pay their fees. After further discussion on the matter, the Committee moved onto another AR.

iv. *AR 4313 Grade Appeals Committee*

Bea stated that the Academic Senate will want to discuss the matter of AR 4313 Grade Appeals Committee. Esau spoke at length on the matter of the Grade Appeals process, informing the Committee of challenges and timelines and asked for the Committee’s thoughts on the issues Esau presented. Esau went into detail regarding the general procedures of the Grade Appeals process and the long, slow, laborious timeline involved from start to finish with a committee. Esau explained that sometimes instructors may not respond in a timely manner. Donna suggested that the ombudsperson be empowered to render a decision based on evidence submitted to prevent the extended timeline. Thomas Bui stated that an Ombuds-person is not empowered to make such a decision and are there primarily for guidance and mediation. Thomas then suggested that the student try to reach out to the Department Chair to discuss the matter further and ideally resolve the issue prior to convening and engaging the Grade Appeals Committee to resolve their issue. Ana asked if the instructor/department chair can provide their Canvas shell to see how long the student was in the course and what they did during their tenure in the course. Esau explained that this is sometimes allowed but very often not. The Committee further discussed the numerous complexities involved in the Grade Appeals Process before moving onto the next item of business.

V. Action Items:

a. **AR 4312 and AR 4100.2**

v. **AR 4312 Faculty Initiated Grade Changes**

Bea read the entirety of academic regulation to the Committee, a brief one paragraph document. The Committee made the following changes: “Such evaluation involves measurement of achievement against the objectives of the course, and the assignment of a letter grade to reflect this assessment. Grades (A, B, C, D, F, P, NP) assigned by the faculty are final and will only be changed in cases of clerical or computational error. Faculty must report errors no later than two years following the date of the grade submission and include a brief written explanation and/or relevant documentation of the clerical or computational error.” With the necessary changes made, the Committee took a vote on the AR.

Motion to approve AR 4312: Donna Davis moved, Thomas Bui seconded, (9) Yes, (0) No, (0) Abstain. Unanimous at 1:46 PM.

vi. **AR 4100.2 Certificates**

Before concluding for the day, Bea explained the history of the Certificate ARs to the

Committee and the reason for combining them into one. The Committee decided to combine the three independent Certificate ARs into one - "Certificates and Certifications". Bea mentioned there is already a process for waiving the 50% requirement and Esau mentioned there needs to be an equitable process and how to address this will be challenging. Bea mentioned maybe a tracking mechanism needs to be developed for the petitions denied to be looked at the end of year. The Committee deliberated over the edits to be made in the AR before settling on the following language "At least 50% of the units required for certificates of achievement and department certificates must be completed at Santa Monica College unless the department decreases that threshold at the certificate level." The Committee was unable to complete work on the AR due to time constraints and adjourned.

VII. Adjournment: 2:00 PM

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

Next scheduled meeting: April 15, 2025

Respectfully submitted by Jackson Edwards