

Santa Monica College Student Affairs Committee

Meeting Minutes

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

I. Call to Order: 12:05 PM

II. Public Comments:

James Thing brought up the matter of the Long Beach Unified School district making changes to their grading policies. The Committee briefly discussed the matter and some issues that might arise as a result.

Bea then shared that she had been utilizing an AI tool, shared by Press, that can assist the Committee by making the administrative regulations more simplified so that they can be reviewed and worked on more efficiently. Esau then shared with the Committee his use and efforts with AI and some methods he uses to produce high quality results.

Following this, Bea handed out AI's revisions to each regulation if committee wanted to review.

III. Approval of Minutes:

a. ***Motion to approve Student Affairs Committee 10/29/2025:***

Alicia suggested some minor edits to her public comment on Academic Renewal and Academic Pause comment period and review by Board of Governors.

***Sharyn Obsatz moved, Donna Davis-King seconded, (7) Yes, (0) No, (0) Abstain.
Unanimous at 12:23 PM***

IV. Updates and Old Business:

a. **Updates on AR 4100.2 Certificates and General Education Certification**

- i. Bea briefly introduced AR 4100.2 and touched on the AI breakdown that she had used to help summarize the broader points of the document. Nick mentioned a level of difficulty with credit certificates. Additionally, Esau stated that a lot of

SMC regulations are overly repetitive. Sharyn then stated that she can see the benefits of having language repeated in various ARs and their subsections as students will see the same language numerous times hopefully leaving a lasting impression on them.

The Committee decided on altering two sub section titles settling on- "Certificate for Credit Programs" and "Certificate for Noncredit Programs". The Committee added the following language for the "Certificates for Noncredit Programs", "To receive a Certificate of Completion or Certificate of Competency students must successfully complete at least two courses for the program at Santa Monica College." The Committee then reviewed the opening paragraphs of the AR in detail. The Committee then created a "Petition requirements and Deadlines" at the bottom of the AR. The Committee also added the following language to the Certificates for Noncredit Programs "Students may petition for the certificate by the summer, fall, winter and spring deadlines." Esau suggested that the waiver should be at the program level to be equitable, not at the individual level; Esau then explained the levels of funding and what differentiates them.

b. AR 5030 Refunds

The Committee resumed work on AR 5030 and the Committee referenced AI suggestions compiled via Bullet points. Bea continued reviewing other minor changes and revisions made by AI and previous edits made by Bea and the Committee. The Committee removed an Education Code section reference that no longer exists. The Committee then decided to remove the "Refundable Fees" section from the AR, citing that they have been reiterated elsewhere in the AR.

The Committee began to review the Parking Fees subsection, making edits and updates on the content suggestions made by AI by removing language regarding the verification of purchase and changing "Bursars" to "Cashiers". The Committee then discussed the refund processing time, discussing the average timeline and some issues that arise from the matter. The Committee emphasized the importance of consistency, flexibility, and clear communication in policy language, aware of the intricacies of state regulations, funding formulas, and the diverse needs of students and faculty across disciplines. Esau stated that MIS claims that in the coming year, there will be 3 refund periods in the Fall and Spring semesters and 2 in the Summer and Winter terms.

VI. Announcements: Next scheduled meeting November 19, 2025

VII. Adjournment: 2:00 PM

For all documents, visit:

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

Respectfully Submitted by Jackson Edwards