

Santa Monica College Academic Senate

Meeting Minutes

March 10, 2026

11:15AM – 12:35PM

BUS 144

I. Preliminaries

1. Call to Order/Approval of Agenda
Motion to Amend Agenda to Include AR 5031 Instructional Materials
M/S: L. Collins/R. Daniels
Approved: 11:20AM
2. Approval of [2/24/26](#) Minutes
M/S: B. Magallon; J. London
Approved: 11:21AM
3. Public Comments
 - a) S. Herbert invites students, faculty and staff to attend [Women's History Month Events](#). Additionally, April is Sexual Assault Awareness Month—a Denim Day event will take place on 4/29.
 - b) K. Lui-Martinez – inquires whether the Senate might make a statement regarding layoffs, specifically in relation to transparency and impact to campus.
 - c) Tiffany Inabu and Thomas Bui ask faculty to advise students to run in [Associated Student elections](#). Faculty can connect them with Tiffany and Thomas. Applications are due 3/24.
 - d) P. Morse promotes [SMC's Benefits & Retirement Conference](#) on 3/20.

II. Announcements

1. [EpiCenter](#) (L. Hald, J. Krug)
J. Krug promotes Professional Development Day on 3/17, as well as new “bite-sized” (~10 minutes) professional development opportunities that will reside on the website going forward.

2. [Faculty Solo Voice Recital](#) (J. Convento)
J. Convento promotes a one-hour solo voice recital with piano (Theme: Yas, Queen!)

III. Action Items

1. [Curriculum](#) (R. Shaw)
Note: SMC is on track to meet deadlines for Common Course Numbering (CCN) project.
New Courses: ART 16
Substantial Changes: ART 75, ESL 16A, ESL 16B, ESL 16C, ESL 19A
CCN Updates: CDEV C1000, MATH C2211, MATH C2221
New Programs: ESL – Advanced English Lang. Skills, ESL – Intermediate English Lang. Skills
CSLO Mapping: CIS – Computer Business Applications, OFTECH – General Office
Motion to Approve:
M/S: L. Collins/J. Paik
Approved: 11:44AM

2. [AR 4100.2 Certificates & Certifications; AR 4312 Faculty Initiated Grade Changes; AR 5015 Residency Determination; AR 5030 Fees & Refunds](#) (B. Magallon)
 - a) **AR 4100.2:** One requirement, among others, in this new regulation is that 50% of units for a certificate must be earned at SMC, but chairs can waive that requirement.

 - b) **AR 4312:** Language has been updated for this regulation.

 - c) **AR 5015:** This updated AR attempts to streamline and clarify requirements for students to be considered residents for tuition purposes. B. Magallon notes the importance of educating students about these requirements and encouraging them to take potentially helpful actions such as obtaining a California driver's license, filing income taxes, and so on. Timeliness is also important because of processing times. Academic counselors can support students with the classification and reclassification processes.

 - d) **AR 5030:** This revised regulation cleans up language and references to Ed Code. Note that student refunds are only issued twice per semester unless students request an expedited refund.
Motion to Approve:
M/S: J. Krug, R. Shaw
Approved: 12:06 PM

3. [AR 5301 Instructional Materials](#) (R. Cruz)

This regulation, which is required, states, among other things, that students must have access to required instructional materials on the first day of class and that students “shall be provided options at the time of purchase to maintain full access to the instructional materials for varying periods of time ranging from the length of the class up to at least two years.” The two-year requirement might present issues for many courses and departments that require students to purchase access codes that only grant access for a shorter period. This regulation additionally encourages faculty to ensure instructional materials are necessary, of lasting value, and free/affordable.

Motion to Approve:

M/S: B. Magallon/K. Weatherford

Approved: 12:28pm (1 abstention)

IV. President’s Report

1. The waitlist process will be updated. Once a class is full, a waitlist will be generated. Assuming the class hasn’t started, students on the waitlist will be automatically enrolled in the class and have a period in which to pay fees. Waitlists have been expanded from 25% to 50%.

V. Adjournment

Motion to Adjourn:

M/S: C. Grant/M. Gonzalez

Adjourned: 12:35pm

For all documents, visit www.academicssenate.com

Next scheduled meeting: April 7th