



SMC ACADEMIC SENATE

Tuesday, October 21, 2008

11:15-12:35 p.m. Business Building Room 144

- I. Call to Order
- II. Public Comments:
- III. Action Items:
 1. Approval of the Minutes for October 7, 2008
http://homepage.smc.edu/randall_toni/Eng%201/Acad_Sen_Minutes_06_07/AS_Minutes10_07_08.doc
 2. Adoption of New Courses – Mary Colavito, Chair Curriculum Committee
 3. Second Reading of AR 4321 – Withdrawal from Class – Esau Tovar, Chair Student Affairs
- IV. Information Items:
 1. President's Report – Richard Tahvildaran-Jesswein
 - a. Full Time Ranking Committee Update
 - b. Student Evaluation Pilot Update
 - c. Accreditation Update
- V. Old Business Discussion:
- VI. New Business Discussion:
- VII. Announcements
- VIII. Adjournment

Next Scheduled Meeting: November 4, 2008

ACTION ITEM No. 1: Approval of the Minutes for October 7, 2008

http://homepage.smc.edu/randall_toni/Eng%20I/Acad_Sen_Minutes_06_07/AS_Minutes_10_07_08.doc

**ACTION ITEM No. 2: Adoption of New Courses – Mary Colavito, Chair
Curriculum Committee**

New Courses

ECE 84: Early Childhood Educator’s Seminar

This course is an opportunity for in-service teachers to discuss both the practical and philosophical issues surrounding their own classroom practices. Topics include but are not limited to challenges working with children, collaborating with families and staff members, documenting children’s work, meaningful early childhood curriculum, and environments and materials that promote learning. This class will provide opportunities for early childhood educators to build or maintain professional connections with other educators in the field. There will be a different focus each time this course is taught.

Units: 1 Department Vote: 5-0-0 Prerequisite: None

ESL 10G: Multiple Skills Preparation---Listening, Speaking, and Grammar

ESL10G is a low-intermediate multi-skills course designed to improve the English language skills of non-native speakers. This course concentrates on listening, speaking, and grammar. It is recommended that students take this course concurrently with ESL10W. *Course credit may not be applied toward satisfaction of Associate in Arts Degree requirements.

Units: 6 Department Vote: 9-0-1 Prerequisite: None

ESL 10W: Multiple Skills Preparation---Reading and Writing

ESL10W is a low-intermediate multi-skills course designed to improve the English language skills of non-native speakers. This course concentrates on reading, writing, and computer assisted language learning (CALL). It is recommended that students take this course concurrently with ESL10G. *Course credit may not be applied toward satisfaction of Associate in Arts Degree requirements.

Units: 6 Department Vote: 9-0-1 Prerequisite: None

Film Studies 32: Advanced Digital Filmmaking

This course focuses on advanced techniques of digital filmmaking, allowing the student to gain increased proficiency in cinematography, lighting, sound recording, and the acquiring of images in the HD (High Definition) format. Through a series of exercises and projects, students learn the role and responsibilities of the film director during pre-production, production and post-production. Topics include the visualization of the screenplay, script breakdown, preparation of shot lists, direction of actors, and the staging of action for the camera. Each student will produce a short film (narrative or documentary), working in collaboration with other students in the class.

Units: 3 Department Vote: 9-0-2 Prerequisite: Film Studies 31

Global Citizenship AA Requirement

Anthropology 21: Peoples and Power in Latin America

ACTION ITEM No. 3: AR 4321 – Updated, Esau Tovar, Chair Student Affairs

ARTICLE 4300 STUDENT PROGRESS AND GRADUATION

AR 4321 Withdrawal from Class

1. Per Title 5 Section 58004, all “no show” students must be cleared by faculty from attendance rosters by the initial drop deadline. A student may also be dropped for excessive absences as stated in the instructor’s course syllabus.
2. ~~While faculty have the right to drop students for non-participation,~~ Students have the ultimate responsibility for dropping courses they no longer wish to attend, although faculty have the right to drop students for non-participation.
3. During the first 20th percentile of a semester or session, a student may withdraw from a single class or from all classes. Transcripts will not include indication any notation of such enrollment(s). Units in such classes will not be included in "units enrolled" as defined in the lack of progress policy.
4. From the 21st through the 50th percentile of a semester or session, a student may withdraw from a single class or from all classes. A student will receive "W's" on his/her transcript and units will be included in "units enrolled" as defined in the lack of progress policy.
5. From the 51st through the 75th percentile of a semester or session, a student may withdraw from a single class or from all classes with instructor consent if, in the instructor's judgment there are extenuating circumstances (i.e., accident, illness, or other circumstances beyond the control of the student) which make the withdrawal necessary. A student will be assigned a "W" upon withdrawal. A student who does not qualify for the "W," as noted above, or who leaves a class without notification to the instructor or the Admissions and Records Office, may receive an "F." W's received during this period will be annotated in the student’s transcript and their corresponding units included in “units enrolled” as defined in the lack of progress policy.
6. The last official drop date shall correspond to the 75th percentile of the semester or session. A student actively enrolled in any class after the 75th percentile shall receive one of the following grades: A, B, C, D, F, CR, NC, P, NP, I, IP, or RD. Exemptions to this requirement include instances when a Military Withdrawal or a retroactive withdrawal has been granted.
7. After the 75th percentile of the semester or session, a student may petition for a late withdrawal if, (1) in the instructor's judgment there are extenuating, documented, and verifiable circumstances (i.e., accident, illness, or other circumstances beyond the control of the student) which make the withdrawal necessary. A student will be assigned a "W" upon certification by the instructor and the (2) ~~both the faculty member and the Dean of Enrollment Services or designee.~~ A student who does not qualify for the late withdrawal and/or leaves a class without notification to the instructor or the Admissions and Records Office; may receive an "F." W's received during this period will be annotated in the student’s transcript and their corresponding units included in “units enrolled” as defined in the lack of progress policy.
8. [NOTE: THIS PROVISION IS NOT NEEDED SINCE ALL REFERENCES TO SHORTER SESSIONS ARE MADE IN EACH OF THE PARAGRAPHS ABOVE]
9. Petitions for retroactive withdrawals must be filed with the Admissions and Records Office no longer than 90 calendar days from the end of the term in which the class was taken. Students must have had such extenuating, documented, and verifiable

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- Deleted:** ~~Students must contact~~ The Admissions and Records Office ~~to obtain~~ will determine withdrawal dates for classes of shorter duration ~~than one semester~~ than a full term.
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circumstances as those stated in Section 7 above, in order for his/her retroactive withdrawal request to be considered.

10. The "MW" symbol shall be assigned only for students who are members of an active or reserve military service and who receive orders compelling a withdrawal from courses. Upon verification of such orders, this symbol may be assigned at any time unless academic credit has been awarded. The "MW" shall not be counted in progress probation and dismissal calculations. Students who are members of an active or reserve US military service, and who have withdrawn from courses due to military orders, may file a petition with the district requesting a refund of the enrollment fee. The district shall refund the entire fee unless academic credit has been awarded.

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11. In instances of academic dishonesty where the instructor assigns a final grade of "F," the "F" may supersede a student's right to a "W," as stated in AR4411.

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12. Pursuant to Title 5 Section 58509, a "W" will not be assigned to any student who withdrew from one or more classes, where such withdrawal was necessary due to fire, flood or other extraordinary conditions and the withdrawal is expressly authorized by Section 58509.

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Reference: Education Code Sections 70901, 70902
Title 5, Section 58004, 58508, 58509.

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Reviewed and/or Updated:

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