



Action Item: 2 Mar. 2009

TO: ACADEMIC SENATE EXECUTIVE COMMITTEE
FROM: RECORDING SECRETARY
PREPARED BY: RECORDING SECRETARY
Action: Approval of Minutes

Minutes of the 1 Dec. 2009 AS Executive Committee Meeting

Present: Jamey Anderson, Dianne Berman, Gregory Brookins, Mary Colavito, Tim Cramer, Guido Davis Del Piccolo, Judith Douglas, Tina Feiger, John Henderson, Steven Kaufman, Lucy Kluckhohn-Jones, Lisa Lewis-Burns, Jennifer Merlic, Eric Oifer, Christine Schultz, Eleanor Singleton, Gary Todd, Carol Womack, David Zehr.

Excused: Simon Balm, Jinan Darwiche, Terry Green, Amber Katherine, Laura Manson, Marina Parise, Esau Tovar.

Absent: Lesley Kawaguchi, Mitra Moassessi, Wendy Parise, Richard Tahvildaran-Jesswein

Guest: Howard Stahl.

I. Call to Order President Eric Oifer called the meeting to order 11:21 a.m.

II. Action Items:

1. Approval of the Minutes for November 17th, 2009

Accepted as presented.

2. ARs 4125, 4310, 4310.1, 4342, Greg Brookins, Chair Student Affairs

Nothing substantive changed. More detail regarding timing and dollar amounts was provided by Kiersten Elliott and Admissions.

First read is scheduled for December 8th. A short assembly meeting may be scheduled for Dec 15, if necessary.

AR 4310—Final Exams and Grades: changes are primarily wordsmithing.

Q--When should finals be scheduled for distance education classes? A—It might be appropriate for DE committee.

Q--Is a 3-hour long exam required? A--No. It's up to faculty.

4310.1 incomplete grades

Content has been updated. Incompletes can be done now online. Suggestion: Notification system should be built in so that faculty are not notified about default grade lapsing.

Change wording to: "to generate an incomplete, instructor of record must..."

4243—progress probation.—should be calculated without Fs. NP and NC are both used for "no credit".

These changes will come forward to the Senate Assembly next week, and then will go back to committee.

3. Sabbaticals Motion/Process

An email from Esau, who was excused from the meeting, regarding the motion tabled (to next meeting).

The Sabbaticals Committee is divided on the question of whether to add 3 more sabbaticals to use all that are available. This will go on the agenda for the Assembly meeting.

Sabbaticals process has changed over time to the very competitive process we now have.

Standard should be set so that not all need to be awarded if proposals are not up to standards. If the Committee has decided that 5 meet the criteria and others don't, that should be it. The Committee tried to be true to the matrix.

Suggestion: Allow those who applied and did not receive a sabbatical this year to reapply.

Q--can we ask for 11 sabbaticals to be awarded next year? A--Yes.

Suggestion—Senate should look into why faculty are not applying. There should be mandatory workshops for faculty wanting to apply, along with workshops with recipients speaking about their sabbatical experience.

Eric would like for the Sabbaticals Committee to work with Personnel Policy and possibly create an AR.

Motion—recommendation from the Executive Committee to the Senate Assembly to have sabbaticals and Personnel Policy work together to develop an AR that defines the sabbaticals process and clearly spells out the issues.

Exec will move this forward as a discussion first and give senators a chance to talk, rather than an action item. It will be part of the President's report.

Move to bring forward as discussion item. (Action items come first on agenda)

PASSED UNANIMOUSLY.

Motion to congratulate sabbatical recipients.

Passed--Names of recipients will be on Board agenda next week.

III. Information Items:

1. President's Report - Eric Oifer

a. Spring Retreat

Retreat will be held Friday, Feb. 12. It is important to set the agenda for first mtg. It will be a morning meeting only, plus lunch. First day of the semester is a Tuesday, and there will be no Executive Committee meeting.

b. Study Abroad

This will appear as an information item on Curriculum cttee agenda for Wed. then if it passes, it will come to senate at retreat and then senate Assembly after that. This will be a recommended AR change, not a resolution.

c. New Faculty Position Ranking Committee Recommendations to Dr. Tsang
List was shared with Executive Committee. Eric and Randy will meet Dr. Tsang Thursday afternoon and present recommendations. Eric will share with Senate at next meeting. IT was recommended that we also ask Human Resources to move this forward quickly so we have first choice at available faculty who are in the market.

d. New Faculty Orientation?—Eric said that we are behind the curve on this. Many colleges have semester-long programs. We now have a 1-day session. The orientation should be faculty driven. Will try to have something in place for the fall for both fulltimers and parttimers.

e. Senate Executive Committee

2. ASCCC Award Nominations, Esau Tovar, Chair Sabbaticals, Fellowships and Awards—see below.
3. Committee Reports

IV. Unfinished Business:

VI. Announcements

1. "A Winter's Solstice" - December 4th

http://www.smc.edu/Projects/37/Social_Committee/Winter_Solstice.pdf

2. "Jane Austen Unscripted" - December 18th

http://www.smc.edu/Projects/37/Social_Committee/Jane_Austen.pdf

Judith Douglas announced that Harvey Stromberg's last lecture is scheduled for Dec. 10. Also, Dance Folklorico will perform this weekend at the Broad Stage at the SMC Performing Arts Center; theme is Water.

VII. Adjournment—meeting adjourned at 12:33 p.m.

Next Scheduled Meeting: February 12, 2010--Retreat

ACTION ITEM No. 2: ARs 4125, 4310, 4310.1, 4342

AR 4125 Transcripts

The fees charged to students for transcripts are:

1. ~~\$3 for an official transcript, with the first two free for currently enrolled students~~ **The first two regular transcripts are free if requested by mail or in person and \$5 for any additional transcript. Additional fees may apply for transcripts if ordered online.**
2. ~~\$10 service charge for a "Rush" transcript produced 24 hours after the request to be picked up after 1 p.m. on the following business day.~~ **\$15 service charge for a "Rush" transcript available for pick-up or to be mailed on the third business day after the request is made.**
3. ~~A student may obtain an unofficial copy of his/her transcript at no charge from the SMC Website.~~ **A student may obtain an unofficial copy of his/her transcript for \$3 from the Admissions Office or for free from the College website.**
4. **Official transcripts may be subject to various college-issued holds.**

Reviewed and/or Updated: 4/29/2003- 11/17/2009 (SAC Committee)

ARTICLE 4300 STUDENT PROGRESS AND GRADUATION

AR 4310 Final Examinations and Grades

~~For semester-long classes, final examinations are given during the last one and one-half weeks of each semester; during 6 or 8 week sessions, final exams are given during the final week.~~ **During 6 or 8 week sessions, final exams are given during the final week.** After final examinations, instructors shall report final ~~semester~~ grades to ~~the Admission and Records Office or submit grades~~ **online**. Once a grade is submitted, there shall be no authority to change it except when an instructor can certify that a clerical or mathematical error was made or that extenuating circumstances exist. The final examination schedule will be distributed through the Office of Academic Affairs **via the Schedule of Classes**.

Early Final Examinations

~~No final examinations are to be authorized~~ **Final examinations are not authorized to be given** in advance of the regularly scheduled time without the approval of the Vice-President of Academic Affairs. At the instructor's discretion, a student may be shifted from one section to another for a final examination.

Nonappearance at Time of Final Examination

When a student does not show up for his/her scheduled final examination ~~without good cause~~, it is suggested that the instructor give an "F" grade for the final examination and that this grade be averaged into the semester's total for the final course grade. **Students with documented extenuating circumstances may be eligible for an Incomplete course grade. See AR4310.1 (Incomplete Grades) for details.**

Final Grades and Reports

Final grades are due in the Admissions Office on a date specified in the final examination bulletin **in writing by the Admissions Office**. When submitting grades, ~~instructors must follow the instructions listed below:~~

1. The **online** grade roster ~~includes notations~~ **indicates** if the student has previously withdrawn and has been given a "W" grade.
2. Mark one, and only one grade, ~~;~~: A, B, C, D, or F for each student.
3. ~~No incomplete grade is to be given on the final grade roster unless the clearance has been made with Admissions and Records, or administrator in charge.~~ **Assign an incomplete grade, if applicable, on the final grade roster. See AR4310.1 (Incomplete Grades) for details.**

Reviewed and/or Updated: 4/29/2003- **11/17/2009 (SAC Committee)**

AR 4310.1 Incomplete Grades

Incomplete grades in a course or courses may be approved when illness, accident, emergency, or special circumstances beyond the student's control prevents the student from taking the final examination or completing other immediate "end of semester" course requirements. The student must be passing the class with a "C" or better prior to the final exam or final project. The **Incomplete** grade is not to be used to extend deadlines for coursework which the student might reasonably be expected to meet.

To receive an Incomplete ("**I**"), ~~students must complete a "Request for Incomplete" form and submit the form to the Instructor of Record before instructor's submission of final grades or the College's official deadline for submission of final grades, whichever comes first~~ **the Instructor of Record must fill out the online request during the submission of final grades**. Instructors may approve the "Request for Incomplete" if ~~they believe that such an approval is appropriate and that the student has justifiable reasons to warrant the Incomplete grade.~~ **This should be done only if they believe that such an approval is appropriate and that the student has justifiable reasons to warrant the Incomplete grade.** Instructors may require documentation that supports the student's request. Instructors are not required to grant Incompletes, and such decisions by the instructor are final and may not be appealed by the student.

The instructor will determine the date by which the "I" must be completed; this date shall be no later than one year from the end of the term in which the original grade was assigned. The instructor shall record ~~with the Office of Admissions and Records~~ **in the online grade roster** the conditions necessary for the removal of the "I" and the grade to be assigned (A through F) if the conditions are not met. The student and instructor will both receive copies of said conditions.

Incomplete grades will count in "Units Enrolled" but will not be included in "Units Attempted" or "Units Completed" and no grade points will be assigned.

Reviewed and/or Updated: 05/18/04- **11/17/09 (SAC Committee)**

§ 55031. Standards for Probation.

(a) Academic probation. A student who has attempted at least 12 semester or 18 quarter units as shown by the official academic record shall be placed on academic probation if the student has earned a grade point average below 2.0 in all units which were graded on the basis of the grading system described in section 55023.

(b) Progress probation. A student who has enrolled in a total of at least 12 semester or 18 quarter units as shown by the official academic record shall be placed on progress probation when the percentage of all units in which a student has enrolled and for which entries of "W," "I," "NP" and "NC" (as defined in sections 55023 and 55030) are recorded reaches or exceeds fifty percent (50 percent).

(c) The governing board of a community college district may adopt standards for probation not lower than those standards specified in subdivisions (a) and (b) of this section. Specifically:

(1) A district may establish, as the minimum number of units before academic or progress probation is assessed, a number of units fewer than 12 semester or 18 quarter units; or

(2) A district may establish, as the minimum grade point average for academic probation purposes, a grade point average greater than 2.0; or

(3) A district may establish, as the minimum percentage of units of "W," "I," "NP," and "NC," a percentage less than fifty percent (50%).

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, 70902 and 76000, Education Code.

AR 4342 Standards of Student Success – Probation and Disqualification

Santa Monica College (SMC) is committed to providing a broad range of academic courses, student services and programs to help students meet their goals. In order to achieve their goals, this, ~~Santa Monica College~~ SMC students are expected to take responsibility for meeting the SMC Student Success Standards of “Academic Achievement” and “Timely Progress” as defined below:

1. Meeting the Standards of Student Success

a. Academic Achievement is met by:

1. Having **cumulatively** enrolled in 12 or more **graded** units and maintaining or exceeding an *overall SMC GPA of 2.0 (C average).

*The overall SMC GPA includes grades from all SMC courses only, and does not include grades received at other colleges or universities.

b. Timely Progress is met by:

1. Having **cumulatively** enrolled in 12 to 30 units and receiving 50% or less of “W”, “I” or “NP” grades in those units or;

2. Having cumulatively enrolled in 31 or more units and receiving 40% or less of “W”, “I” or “NP” grades in those units.

~~completing the required percentage of units in which the student has enrolled. Following are the required percentages of course completion:~~

~~☐ Enrolled in 12–59 units*, at least 50% of those units** must be completed.~~

~~☐ Enrolled in 60–79 units*, at least 60% of those units** must be completed.~~

~~☐ Enrolled in 80 or more units*, at least 75% of those units** must be completed.~~

~~* “Enrolled units” include units for all courses with a grade of A, B, C, D, F, W, I, CR, or NC.~~

~~** “Completed units” include units for all courses with a grade of A, B, C, D, or CR.~~

Students who meet [both the standards of Academic Achievement and Timely Progress](#) will benefit from all the advantages of student life [such as enrolling in a full course load if desired, a continuing student in good standing, including favorable enrollment dates](#), access to financial aid and ability to participate in SMC programs and services (SMC special programs; Athletics; Student Government; etc.).

In addition, a 2.0 GPA is required to receive an Associate of Arts degree from SMC, and to be eligible for certain types of General Education certification for transfer.

[A student who is](#) concerned in any way about academic performance at SMC should make an appointment with an SMC Counselor to discuss the situation and to create a plan for achieving Student Success.

2. Probation

Students who do not meet the Standards of Student Success will be placed on Probation.

[Students on probationary status are limited to an enrollment maximum of nine \(9\) units in the Fall or Spring semester and an enrollment maximum of five \(5\) units in the Winter or Summer intersession.](#)

~~Probationary students receive a later enrollment date for selecting classes, enrolling in a maximum of 9 units for the following Fall or Spring semester~~

[Probationary students may also face restrictions from financial aid and/or SMC special programs in which they are involved.](#)

There are two types of Probation: “Academic Probation” and “Progress Probation”.

- a. Academic Probation: ~~results if~~ [A student has completed at least twelve \(12\) graded units at SMC and has earned an overall SMC GPA of below a 2.0.](#)
- b. Progress Probation: [A student has cumulatively enrolled in at least twelve \(12\) units, and the percentage of units in which a student receives “W”, “I”, or “NP” grades exceeds:](#)
 - [50% of units enrolled, after enrolling in 12-30 units;](#)
 - [40% of units enrolled, after enrolling in 31 units or more](#)

~~➤ results if a students has not completed the required percentage of units enrolled*. Following are the conditions that result in Progress Probation:~~

 - ~~☐ Enrolled in 12–59 units*, but completed fewer than 50% of those units**.~~
 - ~~☐ Enrolled in 60–79 units*, but completed fewer than 60% of those units**.~~
 - ~~☐ Enrolled in 80 or more units*, but completed fewer than 75% of those units**~~
 - ~~* “Enrolled units” include units for all courses with a grade of A, B, C, D, F, W, I, CR or NCR.~~

➤ ~~** “Completed units” include units for all courses with a grade of A, B, C, D, or CR.~~

- c. Probationary Status Removal: Once a student’s status becomes ~~is on~~ probationary, ~~two actions are imperative:~~ the student must meet with a counselor as soon as possible to review the circumstances leading to probation, and to develop a plan to restore his/her academic standing.
- d. Probationary status will not be removed until the student also adequately meets the Standards of Student Success for Academic Achievement and/or Timely Progress:
 1. If the student is on academic probation, probationary status will be removed once the cumulative, overall SMC GPA returns to 2.0 or higher.
 2. If the student is on Progress Probation, probationary status will be removed once the percentage of cumulative “W”, “I” or “NP” grades no longer exceeds ~~the allowed percentages, as defined in Progress Probation section 2Bb).~~
 - ~~50% of units enrolled, after enrolling in 12-30 units;~~
 - ~~40 % of units enrolled, after enrolling in 31 units or more.~~

~~1. Performance must meet the Standards of Student Success in the semester (Fall or Spring) immediately following. Specifically:~~

~~☐ If a student is on Academic Probation, the GPA for all courses enrolled in the following semester must be a 2.0 or higher.~~

~~☐ If a student is on Progress Probation, the required percentage of units (see section 1b, “Timely Progress,” above) must be completed for all courses enrolled in the following semester.~~

~~2. Performance must continue to meet the Standards of Student success for every following semester (Fall or Spring) until status is restored to meet the standards of Academic Achievement and/or Timely Progress.~~

~~☐ If a student is on Academic Probation, probationary status will be removed once the overall SMC GPA returns to a 2.0 or higher.~~

~~☐ If a student is on Progress Probation, probationary status will be removed once the required percentage of overall units is completed as outlined in section 1b, “Timely Progress,” above.~~

As a reminder, a 2.0 GPA in all AA applicable units completed is required to receive an Associate of Arts degree from SMC, and to be eligible for certain types of General Education certification for transfer.

3. Disqualification

Once on probation, if a student does not restore academic performance to **meet** the Standards of Student Success, disqualification will occur. There are two types of Disqualification: “Academic Disqualification” and “Progress Disqualification.”

- a. If a student is on Academic Probation, Academic Disqualification will result if a **GPA** below a 2.0 ~~GPA~~ is earned in any semester (Fall or Spring) following initial probationary status.
- b. If a student **is** on Progress Probation, Progress Disqualification will result if the ~~required~~ percentage of **“W”, “I” or “NP” grades received exceeds the following allowed percentages (as defined in Progress Probation section 2Bb)** in any semester (Fall or Spring) following the semester of probationary status:

~~allowed percentages:~~

- ~~➤ 50% of units enrolled, after enrolling in 12-30 units;~~
- ~~➤ 40 % of units enrolled, after enrolling in 31 units or more.~~

~~units in any semester (Fall or Spring) is not completed following initial probationary status. To determine the required percentage of units needed to complete, see section 1b, “Timely Progress,” above.~~

Disqualification is a serious academic matter, as it means a student has been dismissed from Santa Monica College. Disqualified students are not eligible to enroll in courses at Santa Monica College, ~~are not eligible~~ receive financial aid, and/or ~~are not eligible to~~ participate in SMC programs. In addition, disqualified students are often ineligible to transfer to other colleges or universities. Students who become disqualified after registering for the following semester will be administratively dropped from all registered classes.

4. Reinstatement after Disqualification

Reinstatement to SMC after disqualification is **generally** based on the number of times a student has been disqualified. Students transferring to SMC who have been disqualified from other institutions will be subject to the same reinstatement policy as SMC students.

The following is the SMC Disqualified Student Reinstatement Policy:

- a. After the first disqualification, students wishing to be considered for reinstatement to SMC are required to meet with a counselor to develop a Student Success Plan and petition for reinstatement for the desired semester. **If a counselor determines that there is justification to reinstate a student, the student will be allowed to enroll in a maximum of 6 units for the subsequent semester.**
- b. After the second disqualification, students are required to sit out for one semester. **During that semester,** ~~After the semester has passed,~~ students wishing to be considered for **reinstatement** ~~readmission~~ to SMC must make an appointment with a counselor
- c. After the third disqualification (and each disqualification thereafter), students are required to sit out for one year. Readmission to SMC after the year has passed will require an appointment with a counselor to discuss possible readmission, and a new application to SMC.

Reviewed and/or Updated: 9/16/2003, revised 11/02/2009

INFORMATION ITEM No. 1b: ASCCC Faculty Award Nominations

ASCCC Faculty Awards—Nominations

a. Regina Stanback-Stroud Diversity Award

<http://www.asccc.org/LocalSenates/Awards/Diversity.htm>

Award “publicly acknowledges the individual who performs in an exceptional manner to advance intercultural harmony, equity, and campus diversity by making exceptional contributions to the college beyond usual obligations. Each college may nominate one faculty member to receive this prestigious honor, which includes a cash award of \$5,000. Remember, all faculty, both inside and outside of the classroom, are eligible for consideration.”

b. Hayward Award for Excellence in Education

<http://www.asccc.org/LocalSenates/Awards/Hayward.htm>

“The awards honor community college faculty members who demonstrate the highest level of commitment to their students, college, and profession. Recipients are nominated by their local peers and selected as winners by representatives of the Academic Senate for California Community Colleges. In addition to excellence in teaching, they must have a record of outstanding performance in professional activities, as well as a record of active participation on campus.”