



SMC ACADEMIC SENATE

Tuesday, December 7th, 2010

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 November 23, 2010
http://www.smc.edu/projects/37/2010-2011_Agendas_Minutes/Senate.Minutes.112310.pdf
2. Curriculum Items – Guido Davis Del Piccolo, Chair
http://www.smc.edu/Projects/37/Curriculum/Curriculum_Actions_12_01_10.pdf
3. 2nd Read AR 3429 Administrator Retreat Process – Jamey Anderson, Chair Personnel Policies (see below)
4. 2nd Read AR 4311 Grade Entries – Greg Brookins, Chair Student Affairs (see below)
5. 2nd Read AR – Full-Time Status for Students with Disabilities with Reduced Course Load – Greg Brookins, Chair Student Affairs (see below)
6. Sabbatical Recommendations – Esau Tovar, Chair

IV. Information Items:

1. Professional Development Calendar – Nancy Hanson, Chair PDC and Monica LaBenda, Professional Development Coordinator
2. President's Report – Eric Oifer
 - a. New Full-Time Faculty Position Ranking Committee
 - b. eCollege proprietary content AR

V. Announcements

1. Holiday Party – Sunday December 19th – Terry Green

VI. Adjournment

To Report Absences Click [HERE](#)

Next Scheduled Meeting: February 15, 2011

**ACTION ITEM No 4: 2nd Read AR 3429 Administrator Retreat Process – Jamey Anderson, Chair
Personnel Policies**

AR 3429 Administrator Retreat Process: Draft PPC 11/18/10

Administrators who have achieved tenure as faculty in the District:

A tenured employee, when reassigned from a faculty position to an administrative position, retains his or her status as a tenured faculty member and, upon making a written request to the Superintendent/President, may retreat to a faculty status. In such cases, the Superintendent/President shall inform the department of retreat and the Academic Senate.

Academic Administrators who have not achieved tenure in the District:

Academic administrators hired after July 1, 1990 can acquire the right to become first-year probationary faculty members in accordance with this administrative regulation.

An academic administrator employed to perform services related to a contract with a public or private agency or a categorically funded position or project shall not be entitled to any of the retreat rights specified in this AR. No employment contract for an administrator employed as stated above shall provide for retreat rights.

1. An academic administrator hired after July 1, 1990 who did not have faculty tenure in the District at the time of hire may be reassigned to a first-year probationary faculty position upon making a written request to the Superintendent/President, and provided that he or she can demonstrate meeting all the following criteria:
 - A. The administrative assignment expires or the administrator is terminated for a reason other than dismissal for cause. A voluntary resignation does not constitute an expiration of an administrative assignment.
 - B. The administrator has completed at least two years of satisfactory service to the District as a faculty member or administrator, or a longer period as established by contract with the administrator.
 - C. The administrator wishes to become a first-year probationary faculty member in a discipline that can support an additional full-time faculty position (i.e. the reassignment would not result in the layoff of any full-time faculty member and the District has available ongoing funding to support the position).
 - D. The administrator seeks a position in a discipline in which he or she has a valid credential or meets the minimum qualifications specified by the Board of Governors List of Disciplines or possesses equivalent qualifications deemed sufficient by the department of retreat.
2. Upon determination by the Superintendent/President that reassignment to a first-year probationary faculty position is appropriate, the Superintendent/President shall forward the request to the department of retreat and the Academic Senate for review and recommendation.
3. After receiving the recommendations of the department of retreat and the Academic Senate, the Superintendent/President shall, if he or she determines to proceed with the reassignment, forward his or her recommendation to the Board of Trustees. The written record of the Board's decision on this matter shall include the views of the department of retreat and the Academic Senate, and shall be available for review.

Reference: Education Code Sections 87454, 87458

ACTION ITEM No 5: 2nd Read AR 4311 Grade Entries – Greg Brookins, Chair Student Affairs

AR 4311 Grade Entries

1. There will be a grade entry on the student's permanent record for each course in which the student was actively enrolled as of the first day of instruction of the first census week.
2. Evaluative Grades. Symbols in each course to indicate evaluative grades are:
 - A=Excellent
 - B=Good
 - C=Satisfactory
 - D=Passing, less than satisfactory
 - F=Failure
 - P=Pass
 - NP=No Pass
3. Non-evaluative Symbols:
 - a. I (Incomplete): Incomplete symbols are given only on approval of the faculty members, and then only for unforeseeable, emergency, and justifiable reasons at the end of the term. Incomplete grades may be made up no later than one year from the end of the term that they were assigned. Students may petition for a time exemption due to unusual circumstances. The conditions necessary for the removal of the incomplete shall be stated by the instructor on a written record and communicated to the student. This record shall contain the conditions for the removal of the incomplete and the grade to be assigned if the conditions are not met.
 - b. IP (In Progress): The IP symbol shall be used to denote that the class extends beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of an evaluative grade must await its completion. The IP symbol shall remain on the student's permanent record for the initial academic term in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student's record for the academic term in which the course is completed. The IP shall not be used in calculating grade point averages. The IP symbol may be assigned only by faculty members.
 - c. RD (Reported Delayed): The RD symbol may be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by another symbol as soon as possible. The symbol RD shall not be used in calculating grade point averages and may be assigned only by designated staff members.
 - d. W (Withdrawal): The W symbol shall only be used in accordance with Board Policy Section 4320.
 - e. MW (Military Withdrawal): 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 course. Upon verification of such orders, this symbol may be assigned at any time in accordance with Board Policy Section 4320. The MW shall not be counted in progress probation and dismissal calculations.
4. Grade points. A system of grade points is used to determine a student's scholastic standing and eligibility for graduation or transfer to another college. For each unit of credit, the student will receive grade points as follows:

A	4 grade points per unit of credit
B	3 grade points per unit of credit
C	2 grade points per unit of credit

D	1 grade point per unit of credit
F	0 grade point per unit of credit
P	0 grade point per unit of credit (at least satisfactory – units not counted in grade computation)
NP	0 grade point per unit of credit (less than satisfactory – units not counted in grade computation)
I	0 grade point per unit of credit (units not counted in grade computation)
IP	0 grade point per unit of credit (units not counted in grade computation)
RD	0 grade point per unit of credit (units not counted in grade computation)
W	0 grade point per unit of credit (units not counted in grade computation)
MW	0 grade point per unit of credit (units not counted in grade computation)

5. Pass/No Pass

a. Courses offered only on a pass/no pass basis.

The purpose of this policy is to permit the college to offer courses specifically designated as Pass/No Pass courses. Students enrolled in courses designated as Pass/No Pass shall be evaluated on a single satisfactory standard of performance. The P/NP grading system shall be used to the exclusion of other grades. “Pass” shall be assigned for meeting that satisfactory standard; “No Pass” for failure to do so. The student shall be required to take all tests and complete all assignments and shall be subject to all withdrawal and attendance regulations. Courses designated as pass/no pass shall be so noted in the college catalog.

b. Students option for pass/no pass grades.

The purpose of this policy is to permit the college to offer a student the option of enrolling in a course on a pass/no pass basis in lieu of enrolling on a grade basis. This option to enroll in a class on a pass/no pass basis is designed to encourage students to explore courses without fear of penalty of a low grade in areas which they have an interest but no special competence. The student shall be required to take all tests and complete all assignments and shall be subject to all withdrawal and attendance regulations. Standards of evaluation are identical for all students. A “P” grade is to be recorded for performance equivalent to “C or better” and an “NP” grade is to be recorded for less than satisfactory performance (D or less).

To obtain approval to enroll in a course on a pass/no pass basis, the student must petition through the Office of Admissions and Records. The approval of the petition must be filed by published deadline which reflects 30% of the course length. Any course of duration two weeks or less may not be taken pass/no pass.

A student taking a course on a pass/no pass basis cannot change to a letter grade basis after the published deadline that represents 30% completion of the course. The decision to take a course on a pass/no pass basis is irrevocable after the deadline even if it is later discovered that the “P/NP” grade is not acceptable by the student’s transfer college.

c. Criteria for approval of a petition for Pass/No Pass

- 1) Part-time students (those enrolled in fewer than 12 units) are limited to 5 units of Pass/No Pass enrollment. Full-time students (those enrolled in 12 or more units) are limited to 6 units of Pass/No Pass enrollment. Exceptions for the enrollment in a single course exceeding 5 units may be authorized by the Dean of Enrollment Services.
- 2) Course units taken under the option of pass/no pass may not exceed a total of 12 units at Santa Monica College.

3) Students who have already received a bachelor of arts or science degree from an accredited college or university may take an unlimited number of units on a pass/no pass basis.

d. Pass/No Pass Grades

Pass will be indicated on a student's permanent record as "P" with units completed and no grade points. No pass will be indicated on the student's permanent record as "NP" with no units completed and no grade points. In either case, a student's grade point average is not affected. Units in courses taken on a pass/no pass basis will be included in the student's cumulative units enrolled for purposes of determining lack of progress probation and dismissal.

6. Credit by Examination

The purpose of this policy is to permit the college to grant credit to any actively enrolled student in good standing who satisfactorily passes examinations previously approved by the appropriate college departments. Credit will only be granted for courses corresponding to Santa Monica courses. Credit earned by examination shall be clearly annotated on the student's permanent record and added to units completed. Such credit shall not be counted in grade computation. Credit by examination shall not apply toward the residence requirements of the associate in arts degree.

7. Grade Point Average

A student's grade point average is the quotient of grade points divided by units attempted.

- a. "All units attempted" is defined as units of credit for which the student was enrolled in any college/university, regardless of whether he/she completed the course or received credit or a grade.
- b. Grades A, B, C, D and F are included in "all units attempted".
- c. Units earned on a "pass/no pass" basis provide a P grade; these units are not included in "all units attempted".
- d. Exempted from inclusion in "all units attempted" are the following: W, NP, I, IP, RD, MW.

8. Refunds

In the case of students who are members of an active or reserve U.S. military service, and who receive orders compelling a withdrawal from courses, the District shall, upon petition of the affected student, refund the entire enrollment fee and buy back textbooks at the bookstore's used book rate unless academic credit is awarded.

Reference: Education Code Sections 76224 and 84522

Title V, Sections 51300-51308 and 52302

Reviewed and/or Updated 12/13/2005

ACTION ITEM No 6: 2nd Read – AR 4353 Full-time Status for Students with Disabilities with Reduced Course Load – Greg Brookins, Chair Student Affairs

AR 4353 Full-Time Status for Students with Disabilities with Reduced Course Load

The purpose of this Administrative Regulation is to provide full-time status to qualified students with significant disabilities who, as a direct result of disability, are unable to carry a full course load and, consequently, would be unable to participate fully in the benefits and privileges afforded full-time students.

Under College policy, full-time status requires enrollment in no less than 12 units. While it is typically preferable for a student with a disability to be accommodated through methods such as academic advising, priority enrollment, and academic accommodations, it may be necessary for a student to request a reduced course load because of a more severe academic impact of a significant disability. Factors unrelated to the disability such as employment, curricular activities, family/personal obligations, inadequate academic preparation, failure to use appropriate academic accommodations, or poor class attendance cannot be the primary reason(s) for a student with a reduced course load to be considered a full-time student. Students who are approved for full-time status with reduced course loads should work closely with their academic advisers on a coursework plan, particularly with respect to university and college degree completion time limitations.

This policy will allow an eligible student to carry a reduced course load without forfeiting the benefits and privileges of full-time status. However, eligible students should follow up with auxiliary services such as federal financial aid, personal health insurance, and non-College sponsored scholarships as these and other services may be adversely affected by the reduction in semester hours. The College cannot require outside entities to abide by the College's determination of a reduced course load/ full-time status designation. If a student who has been approved for a reduced course load further reduces his or her course load below the approved number of hours for full-time status, the student's full-time status shall be revoked automatically and will no longer be in effect.

Procedure

Requests for reduced course loads/full-time status should be submitted to the Coordinator, Disabled Students Programs & Services (DSPS), or designee. The Coordinator, DSPS, or designee will grant or deny the request based on consideration of the factors set forth above. The reduced course load, if approved, is not permanent but must be re-evaluated each semester.