



Action Item: 22 Mar. 2011

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

Minutes of the 8 Mar.2011 AS Executive Committee Meeting

Present: Jamey Anderson, Dianne Berman, Gregory Brookins, Mary Colavito, Guido Davis Del Piccolo, Tina Feiger, Nancy Hanson, Janie Jones, Amber Katherine, Lesley Kawaguchi, Lucy Kluckhohn-Jones, Vanessa Mejia, Jennifer Merlic, Melody Nightingale. Eric Oifer, Wendy Parise, Christine Schultz, Carol Womack.

Excused: Esau Tovar.

Absent: Tim Cramer, Janet Harclerode, John Henderson, Steven Kaufman, Laura Manson, Mitra Moassessi, Pete Morris, Gary Todd, Sal Veas.

I. Call to Order President Eric Oifer called the meeting to order at 11:19 a.m.

II. Action Items:

1. Approval of the Minutes for February 22, 2011

[Minutes for February 22, 2011](#)

Minutes were accepted as presented.

2. SB 1440 - Letter to other Senates (will be presented at meeting)

Eric, Janet Harclerode, Guido Davis Del Piccolo, and Estela Narrie will draft a letter to other local community colleges, making the point that SB 1440 was created to facilitate the transfer of our students to the CSU. Eric presented a draft of the letter, which will go to the full Assembly.

The proposed Transfer Model Curricula (TMC) distort the purpose of SB 1440.

We would prefer to create degrees that mean something rather than degrees that merely facilitate transfer. This letter might alert other CCs of the problems we see with the TMC

3. Student Success Measures (see below)

Eric said that this list would be forwarded to DPAC and Institutional Research, who will determine more appropriate measures.

Questions:

Are we trying to identify how students are successful OR how do we contribute to students' success?

R: This is going to be a recommendation to DPAC and IR about things we care about. We want to know how our students are doing in relation to transfer. This document makes it clear what kinds of things we want to know.

Q: What do other schools do? Who does it well?

Suggestions:

Rather than try to perfect this document, let's move it forward to IR and tell them that we'd like them to come back to us. IR can help the process move along in ways other than we have. We need help in determining what is measurable and what is not.

Define the cohorts: all students, transfer, basic skills, CTE, Counseling 20, career changers.

Alumni tracking is very important. Do they get jobs? Did they transfer?

Determine what is a process measure vs. a success measure.

Eric should meet with the head of IR to discuss our list and to determine what is measurable.

Send this to the S/ILO Committee for larger discussion, and then bring it back to Exec.

Eric will add this to the Assembly agenda, with any new info that comes up. He will also ask Guido to participate in the S/ILO meeting.

4. AR 4210 F-1 International Students - Greg Brookins, Chair Student Affairs a. [AR 4210 F-1 International Students](#)

Greg said that these were mainly cosmetic changes submitted by International Education. The substance does not change. The

information on testing criteria was obsolete. The titles was changed to make it more concise. This will be presented to the Assembly.

5. AR 4350 Graduation Requirements - Greg Brookins, Chair Student Affairs
 - a. [AR 4350 Graduation Requirements](#)

Greg said that most of this information is from Admissions. Most changes were made to make it easier to read. The Committee will meet again this afternoon to deal with any suggestions from the Executive Committee.

Questions:

What does regionally accredited mean?

R: It means the local accreditation system. Greg will verify this with Randy.

Should students be able to come back here after they transfer to CSUN?

What happens when SMC courses that are lower div at UC are upper division at CSU?

Guido said this needs to come before the Curriculum Committee; he will bring it back to the next Exec. meeting.

III. Information Items:

1. President's Report - Eric Oifer
 - b. Budget

Eric called attention to Dr. Tsang's email regarding the latest news on the budget. Eric would like to develop a budget glossary. In the past, reductions and reserve discussion were a result of a misunderstanding of how we are funded. If the state reduces per student money, it encourages districts to add more students. Understanding how funding works is very important, especially now.

Should DPAC budget committee develop the glossary?

Eric suggested that Exec call for a budget glossary to be developed; he will take this to the DPAC Budget Subcommittee

A motion will come from exec; the approximate wording will be: *The Academic Senate recommends that DPAC charge the DPAC Budget*

Subcommittee to produce and distribute a budget glossary of key terms and concepts used in budget and funding discussions to inform the community in discussions regarding the budget. This glossary should be disseminated to ensure all members of the College community are properly informed as these discussions take place.

Eric also advised faculty to see Mitra's email regarding contacting our legislators.

Eric reported on AB515, which will allow community colleges to offer extension courses. SMC and College of the Canyons are promoting the bill, which is being sponsored by Julia Brownley.

Eric said there is value in pursuing this because of what the state is doing to our funding. We are not at capacity in either our faculty or classrooms. Students will pay extra money to take classes not available because we have had to cut our offerings. It makes perfect sense for some of our programs, e.g., CTE. Students who can't get into our classes now go to UCLA extension.

This would be separate from community services.

It should not replace what we are teaching now.

The legislation says it would be up to local community college what to charge.

Union issues will need to be explored, because these are still our faculty.

2. Committee Reports

a. Flex Day - Nancy Hanson, Chair PDC

Nancy reminded everyone of our campus flex day on March 17. She said we have an inspiring speaker and a meaningful program.

She also said it is mandatory for classified staff to attend. The Professional Development Committee will add a number of workshops for staff. The added cost for the event is \$2800. HR may be willing to pick up this tab.

b. Retirement Event - Janie Jones, Chair Social Committee

Janie announced that this event is set for the Wednesday after graduation; all senators must come.

There is discussion about presenting a Teacher of the Year award. It could be headed up by the Sabbaticals and Fellowships Committee. It was suggested that CSEA be invited to add a similar award for classified staff.

IV. Announcements -none.

V. Adjournment --meeting was adjourned at 12:39 PM
Next Scheduled Meeting: March 22, 2011

ACTION ITEM NO. 3 - Student Success Measures Revised

Ways to measure student success: (group A - high priority, group B - medium priority, group C - low priority)

Group A:

- . Students will successfully meet the 4 ILOs (all students)
- . Students who desire to transfer, achieve a degree and/or complete a certificate or sequence will successfully do so (transfer, cte)
- . Student success measures will include students' ultimate success rate (all students, basic skills)
- . The College will develop cohort based standards to measure student success
- . The College will develop some context-appropriate measure of persistence (use cohort based standards)

Group B:

- . Students who develop education plans will achieve their goals (Counseling 20 students)
- . Students will have satisfaction with their experience at SMC (all students)
- . Student accumulation of excess units will be contextualized and more deeply understood (IR will develop method)
- . Students with the goal of a job or career placement will achieve that (or, students who are seeking employment will be offered employment advisement so they can learn how to find jobs)
- . Students will set and meet realistic expectations, timeframes, and goals (all students, disaggregated into various cohorts)
- . Students who transfer will succeed after transfer (those who transferred)

Group C:

- . Students will be aware of services and make use of those that will help them (students by services used)
- . The number of students on probation will decrease

AR 4210 F-1 International Students Visas ' Visas

Applications will be accepted from those who wish to enter Santa Monica College as F-1 visa **visa status** international students. F-1 students will be admitted in both fall and spring semesters as well as winter and summer sessions. F-1 international students are required to enroll in programs of 12 or more units in the fall and spring semesters.

Criteria for Admissions

1. A TOEFL score of 450 or more **on the paper-based test**, or **or** 133 or more on the Computer Based **Test, or 45 or more on the Internet Based TOEFL Ttest or the equivalent proof of English proficiency as determined by the Dean of International Education or other person designated by the Dean. A list of accepted proofs of English proficiency will be kept on file in the International Education Center. TOEFL exam A**

TOEFL exam Proof of English proficiency is not required if the student's first language is English **or if the student is applying to the Intensive English Program.**

2. F-1 students under the age of 18 must have a guardian over the age of 21 living in Los Angeles County. **F-1 students under the age of 18 must have a guardian over the age of 21 living in Los**

Angeles County. F-1 students must be at least 18 years old on the first day of class attendance.

3. Proof of financial support that demonstrates the F-1 student can meet the minimum estimated tuition and living expenses. Applications for admission and information concerning the required TOEFL test of **TOEFL test of English proficiency may be obtained from the college admissions office admissions office International Education Center.** Applications, transcripts, and test scores must be filed according to published deadlines. It will be the policy of the college to review and possibly deny admission to students on an F-1 visa **It will be the policy of the college to review and possibly deny admission to students on an F-1 visa in the following categories:**

Criteria for Denial

1. Those who have been previously admitted to any collegiate, technical, or business institution in the United States **may be denied if admission to SMC would imply failure to make academic progress.**

2. Those who have not graduated **Those who have not graduated Failure to graduate** from a school comparable to a United States high school.

3. Those who do not have **Those who do not have Less than** an overall GPA of 2.0 from a United States university, college, or community college. **(Requirement for students transferring from a US institution, only.)**

4. Those who present false documents **Those who present false documents. Presentation of false documents.**

5. Inability to present acceptable proof of financial support.

4210.1 Students on Visitor, Tourist, and other Students on Visitor, Tourist, and other Other Temporary Visas Visas Nonimmigrant Statuses

Santa Monica College will admit, on limited matriculation for programs, all persons with **with in** temporary **nonimmigrant status** visas **visas** (except F-1) to the United States. Those students on an F-2 or J-2 visa may be admitted to a full program. **Those students on an F-2 or J-2 visa may be admitted to a full program.** Students in all of the above categories will be subject to nonresident tuition fees. **Students on**

Tourist Visas (B1, B2 or **“WT”** Visa waivers), **C, D or F2 status** may not enroll at Santa Monica College effective April 12, 2002.. **effective April 12, 2002.**

. *Reviewed and/or Updated: 4/29/20*

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ARTICLE 4300 STUDENT PROGRESS AND GRADUATION

AR 4350 Graduation Requirements

Graduation Requirements

1. Petition for Graduation

A petition for graduation must be submitted for approval during the semester in which the student expects to complete the requirements for graduation.

Term Filing periods

SPRING Start of Spring semester through April 30th

SUMMER Start of Summer term through July 31st

FALL Start of Fall semester through December 1st

Deadlines for

filing petition

are October 1 through December 1 for Fall; March 1 through May 1

for Spring; and July 1 through August 1 for Summer. Petitions are available on these

dates in the Admissions Office **or online through the Admissions website**. Students who

complete the requirements during the **Winter winter** session will graduate the following **Spring**.

spring. Graduation from Santa Monica College with the Associate in Arts Degree **is granted**

upon requires successful completion of 60 **AA applicable** units with a “C” (2.0) average. The

requirements include the following: 1) California State general education requirements which

include demonstrated proficiency in basic mathematical computation, reading comprehension, and

written expression; 2) the major field; and 3) electives. At least 50% of the major field units required for

the Associate in Arts Degree must be completed at Santa Monica College.

Credit Normally Allowed

1. Two Year College:

All AA applicable coursework that is completed All **AA applicable (for Santa**

Monica College) work taken **in an at a regionally** accredited two-year college is normally

allowed **provided it meets SMC graduation guidelines**. If a college is newly

accredited, all work completed in that institution in the two years before its accreditation will be

accepted.

21. Lower Division **Four Year College:**

All lower division **course** work completed **in an at a regionally** accredited four-year college, in University of California Extension, or in University of California correspondence courses is normally

allowed. Such courses must be comparable to those offered in community colleges or the

lower division of four-year schools. **A maximum of 9 units (no more than 50% of**

the units required for the major) of upper division coursework completed at

a regionally accredited four-year college or university may be applied

toward the AA degree.

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23. Non-Designated

In a few cases, course numbers will not indicate whether courses are upper or lower

division. In **these** cases, they must be judged in comparison with courses offered by most

two-year schools. **Basic skills English and mathematics courses are nonapplicable**

to the AA degree. Graduate and professional level courses are

non-applicable to the AA degree.

34. Subject Credit **BIG DISCUSSION:** Per Title 5 55063 and Title 5 55062 we **are** able to use upper division units. Please see legal opinion email from Stephanie Low (per Laurie's email) as documentation. Teresita has seen this and has no problem.

Although **only 9 units of** credit **are** is not allowed for upper division courses, specific **general education**

subject requirements toward the Associate in Arts Degree may be met by upper division courses comparable to the required lower division course. **(FIX THIS LANGUAGE.**

)

54.5 Detection of Quarters

Most transcripts are in terms of semester units; however, some colleges are on the quarter system. To convert quarter hours to semester units, divide the total number of quarter units by 1.5.

56. Military Service Credit

a. Basic Service Credit: Service credit is used only when it is essential for the completion of 60 units for graduation and may be granted at the time of applying for graduation. Separation papers **(DD214)** indicating **dates of** entrance and **?? honorable ??** separation **dates** must be on file **in the Admissions and Records Office**. Normally, these are submitted at the time of making application for graduation. The maximum military credit is **8 eight (8)** units:

Four **(4)** units for basic training and

4 units maximum for service time (based on one 1(one) unit for each six months of service time), with a maximum of four units.

(A six-month veteran is not eligible for military service credit.)

b. U.S.A.F.I.: Credit will be given for **United States Armed Forces Institute (U.S.A.F.I.)** courses toward graduation requirements in accordance with college administrative regulations, and the American Council on Education's Guide to the Evaluation of Educational Experience in the Armed Services recommendations. **A petition for USAFI credit must be filed with the Dean of Enrollment Services.** through a petition to the Dean of Enrollment Services.

67. Courses in Religion

It is the intent of Santa Monica College to avoid giving credit for courses that tend to negate the principle of separation of church and state. Granting of credit for courses taken in the general area of religion or theology involves an evaluation of both the accreditation and the nonsectarian status of the institution offering the course. Once it is established that

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the course was nonsectarian in its general purpose and was taken at **an a regionally** accredited **college or university**

institution, credit will be granted at Santa Monica College the same as for any other elective course.

78. Credit **for** Advanced Placement Tests

Students may be allowed advanced credit **at the time of admissions** for college entrance examination board advanced placement tests **College Entrance Examination Board Advanced Placement Tests** with scores of 5, 4, or 3. **3, 4, or 5. Course credit will not be granted where it duplicates previous college course work. Acceptable AP tests are listed in the Santa Monica College catalog.**

Advanced placement test credit will be allowed for the following courses:

Chemistry

English (scores of 4 and 5 only) **DO THEY REALLY HAVE TO BE LISTED????**

Foreign Language THERE ARE A LOT MORE.

History, American

History, European

Mathematics AB

Mathematics BC

Physics B

Physics C

89. College Level Examination Credit (CLEP) and International Baccalaureate (IB) Exams

In addition to granting credit for advanced placement, Santa Monica College will give

credit for CLEP and IB Exams in selected areas as listed in the Santa Monica College catalog. Course credit will not be granted where it duplicates

previous college course work. A maximum of 30 units of credit may be allowed for CLEP

examinations.---- CANNOT FIND THIS IN THE CATALOG – Kiersten to consult Teresita.

9. Classes for Adults---NOT DONE IN AGES.

Credit for work in classes for adults will occasionally be allowed when the course is comparable in content and difficulty to a graded course. Conversion is made by allowing one unit for 34 hours of attendance credit. Grades earned in converted courses will be used in computing the grade point average. Permission for credit for classes for adults must be granted by petition to the Dean of Enrollment Services.

10. Supporting Documents

Whenever units are allowed or requirements have been met by work other than that taken at Santa Monica College, documents covering this must be made part of the student's file.

These would include transfer transcripts, military service separation papers, M.D.T.A.obsolete? recommendations, foreign evaluations, local and state government instructors reports, hygiene exemption documents, etc.----hygeine exemption?

11. Manpower Development Training Act (M.D.T.A.)---NOT DONE IN AGES.

Santa Monica College allows a maximum of 30 units of elective credit upon the successful completion of an M.D.T.A. This credit is not allowed until after the student has successfully completed other graduation requirements and at least 10 units of regular

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college work at Santa Monica College.

Accreditation

The lower division work (**determined to be AA applicable by Santa Monica College**)

of any institution fully regionally accredited as listed in the American Association of Collegiate Registrars and Admissions Officers' Transfer Credit Practices of Designated Educational Institutions, and the American Council on Education's Accredited Institutions of Post Secondary Education may be granted full credit. The college, by administrative regulations, may consider other institutions accredited for purposes of granting credit toward the A.A. degree.

1. Credit from non-regionally accredited schools

a. Before a record from a non-regionally accredited school or program is evaluated:

(1) The student must have earned at least 30 units in an accredited college, including 12 units in residence at Santa Monica College.

(2) The average of all grades in courses attempted must be at least a "C".

(3) The student must file a written petition for credit indicating what credit is desired for the work done in the non-regionally accredited program.

(4) The Admissions Office must have on file a transcript of a record the course work from the non-regionally accredited institution showing subjects, grades, units, and, if necessary, the length and content of the courses. **The length and content of the course may also be required.**

- b. Credit will be limited to courses in which the student received a grade of "C" or better. Grades and grade points will not be figured in the **computation of the** grade point average **computation**.
- c. The total credit for **special schools** (non-**regionally** accredited) work will be limited to 15 9 units.
- d. Exception: A registered nurse, who has a current California nursing license, may be granted 30 units of college credit, providing he or she has met the following criteria **in the following circumstances:**
- (1) Successfully met all other graduation requirements; Successfully completed 30 units of regular college work. Has met the residence requirement. **All other graduation requirements have been met; the student has successfully completed 30 units of regular college work; and the student has met the residence requirement.**
 - (2) Credit given to the student for his or her previous registered nursing schooling will meet the major requirement.
 - (3) Credit will be listed on the transcript by subject field and units allowed.
 - (4) If work in the non-**regionally** accredited school appears to duplicate that completed in an accredited school, a reduction of credit will be made.
 - (5) Credit will not be granted for private, non-**regionally** accredited correspondence courses.
 - (6) Records from schools that are not fully accredited will be reviewed by the Dean of Enrollment Services. Some may qualify on the same basis as fully accredited schools.

2. Transfer Credit from Foreign Institutions

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- a. All course work from foreign institutions must be evaluated by an approved agency in the United States that evaluates foreign credentials and transcripts.
- b. After evaluation by an approved agency, all requests for transfer credit from foreign institutions will be reviewed by the Admissions Office.
- c. Each student must submit his/her own records.
- d. There is no limitation on transfer credit from approved foreign educational institutions.
- e. Questions on major course equivalencies will be determined in **by** consultation with **between** the Dean of Enrollment Services and the appropriate department chair.
- f. The English composition requirement must be satisfied at **an a regionally** accredited American college or university.
- g. A minimum of 12 units in residence at Santa Monica College is required for the Associate in Arts degree.

Reference: Education Code Sections 78204, 78205

California State University: General Education Requirements----**this section superseded by current CSU GE certification????**

1. In accordance with provisions of the California Administration Code Santa Monica College has established and will certify either the full or partial completion of the "General Education" requirements for the Baccalaureate Degree at all campuses of the California State University. Eligibility for the "Pre-Summer 1981" and the "Summer 1981 and Thereafter" General Education Plans

Students who are enrolled at Santa Monica College or another accredited school of higher learning during or before the 1980-81 academic year and have been in attendance at least one semester or two quarters in each year thereafter, may follow either the "Pre-Summer of 1981" or the "Summer of 1981 and Thereafter" general education patterns listed in "A" or

"B". Students who enrolled at Santa Monica College or another accredited school of higher learning during or after the summer session of 1981 must follow the "Summer of 1981 and Thereafter" general education pattern listed in "B".

A. "Pre-Summer 1981" General Education Requirements

(1) Course requirements are divided into four areas:

- a. Natural Science
- b. Social Science
- c. Humanities
- d. Basic Subjects

Each student must complete two or three courses in each area with a total of at least 35 units in the four areas. Certain other requirements and electives must be taken to total at least 40 units.

(2) Methods of Certification

After analysis by the Admissions Office, a small label will be attached to the student's transcript. This label will indicate which of the four areas have been completed and the total number of general education units earned.

(3) Partial Certification

The Santa Monica College Admissions Office will certify the completion of one or more areas of the requirements. At least 35 units in the four areas are required

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in order to certify all areas. No certification is possible for individual course or groups of courses that fail to complete the requirements of one of the areas.

Students with partial certification from Santa Monica College should complete their general education pattern by meeting the requirements of the specific state university to which they intend to transfer.

(4) Additional Requirements

Some campuses of the CSU system may require more than 40 units in the general education pattern. Consult CSU catalogs for possible additional requirement.

Reference: Title 5, Section 40405

B. "Summer of 1981 and Thereafter" General Education Requirements

(1) Course requirements are divided into six areas.

- a. Communication in the English Language
- b. Physical Universe and Life Forms
- c. Arts, Literature, Philosophy and Foreign Language
- d. Social, Political, and Economic Institutions
- e. Understanding and Self-Development
- f. American History and Institutions

Each student must complete two to four courses in each area. A maximum of 39 units may be certified.

(2) Methods of Certification

After analysis by the Admissions Office, a small label will be attached to the student's transcript. This label will indicate which of the six areas have been completed and the total number of general education units earned.

(3) Additional Requirements

Nine additional upper division units are required at the CSU campus in order to complete general education units. Some campuses may impose other unit requirements in addition to the nine mentioned. Consult CSU catalogs for possible additional requirements.

Reference: Title 5, Section 55802, 55808, 55809

Reviewed and/or Updated: 4/29/2003, 7/22/08