

Student Affairs Committee
Minutes Tuesday, September 20, 2011

Attendees: Beatriz Magallon, Benny Blaydes, Sara Boosheri, Cameron Espinoza (Student Rep), Lucy Kluckhohn-Jones, Gary Todd, Kiersten Elliott, Gail Fukuhara, Nathalie Laille, Jake Smith (Student Rep), Alicia Villalpando, Chris Young, and Diana Askew

Excused/Absent: Denise Kinsella, Deyna Hearn, Laurie Guglielmo, Michael Tuitasi, and Ramin Nematollahi

1. Call to order 2:15 pm
2. Minutes from 9/13/11 Approved.
3. **Goals and Objectives for 2011-2012**
 - a. Goals and Objectives for 2011-2012 were set and AR's were prioritized.
 - b. 1st Priority:
 - i. AR 4113 High School Concurrent Enrollment
 1. One noticeable change: fee is no longer waived; student must pay.
 - ii. AR 4344 Students Dismissed from a Program as a Result of Unsafe Performance
 - iii. AR 4345 Suspension of Services Provided by Disabled Student Programs and Services
 - c. 2nd Priority:
 - i. AR 4340 Repetition of Unsatisfactory and Satisfactory Coursework
 1. Policy needs to be ready and implemented by Summer 2012.
 2. Will be a joint effort with MIS for implementation and this Committee for text accuracy in the ARs and in the catalog.
 3. Will need to also consider SB1440 Associate Degrees for Transfer as well as the SB for Nursing when modifying .
 4. Discussion included: how to determine exceptions; new policy: 3 attempts or sub-standards; and no apportionment for 4th attempt; Suggestions: have student drop to a lower level course and then repeat; Other possible issues: activity courses (theater, dance, PE, art), 4 courses within a family or 4 attempts per course; will need to look at different scenarios.
 5. Should also develop a list of questions (possibly contact Randy Larsen or Erica Le Blanc to help answer questions that Committee has).
 - ii. AR 4341 Re-Enrollment after Withdrawal Coursework
 - iii. AR 4321 Withdrawal from Class
 - d. 3rd Priority
 - i. AR 4111.4 Mandatory Assessment, Course Placement, and Challenge Procedures
 1. Goal is to move the students from the Assessment line into the classroom.
 2. Discovered that SAT not validated through SMC; should find out what other colleges do and should investigate what it takes to validate and what the procedures and process would be.
 3. Will need to work with Esau Tovar and Institutional Research on this process.
 - e. 4th Priority:
 - i. AR 4111.8 Enrollment Priorities

1. Terminology should be general; however, the policy is not referencing the correct Title V code numbers; will need to be verified and updated; The Enrollment Management Committee will welcome suggestions for improving this AR.
 2. History: there are a large number of students with over 100 credits at Community Colleges across the state; as a result classes have become unavailable for new students, and they are being forced to go to "for profit" institutions and incurring large amount of debt in order to get the required classes to graduate and obtain a degree or the student has to choose classes that will not fulfill their degree requirements.
 3. Issues: students are able to enroll in 21 units with approval by a counselor-blocks out access to classes for other students; Counselors are bombarded with students from mid-October to December, and those with less credits and a later enrollment date may have to wait 2-3 hours to see a counselor during finals week rather than studying for finals.
 4. Current Enrollment Hierarchy:
 - a. Special Programs
 - b. Students with 60-30 units completed + IP
 - c. Students with 89-61 units completed + IP
 - d. Students with 29-1 unit completed + IP
 - e. Students with more than 90 units completed + IP and HS students (concurrent enrollment).
 5. Dates are based on the number of eligible students in each category (usually 21 days total for all 5 categories).
 6. Suggestion was made to move up the date Schedule of Classes are printed and released-would need to speak with Georgia Lorenz regarding this issue.
 7. Suggestion: 6 weeks before enrollment begins-send out an email blast; marketing to students to prepare and start the process of preparing to transfer or meet with a counselor to discuss their education plan as soon as possible.
 8. Suggestion to start informing students (VIP Welcome Day, through a marketing campaign, when speaking with their counselor) to begin the process for transferring: begin in August and September rather than waiting until November; Benny said this may be difficult because students wait until later in the Fall semester to make their school choice (often prompted by the College Fair in October).
 9. Suggestion: to extend the hours per day to end at either 10:30 pm or 11:00 pm; thereby reducing the number of days-possibly it would eliminate the conflict with finals.
 10. Would need to work with MIS on any changes to the enrollment process .
 11. There is a lot to discuss so if there is any resolution, everyone will need to come up with workable solutions.
- f. Other ARs, while not a priority at this time, should still be reviewed by the departments; those departments can make any recommended changes and present those changes to the Committee at a later date.

- i. Admissions: AR 4110-Residence Regulations (AR still to be reviewed by staff; suggested changes possible by next meeting); AR 4314* Credit by Examination (still need to check website to make sure that the revisions have been incorporated) ; AR 4350* Graduation Requirements.
 - ii. DSPS: AR 4111.2 Classroom Assistance for Students with Disabilities (still reviewing; possible recommendation for modification by the next meeting).
 - iii. Associated Students: AR 4420 Standards of Enrollment for Participation in Santa Monica College Student Government; AR 4430 Use of Open Space on Campus by Student Organizations; AR 4431 Student Dances; AR 4432 Posting and Distribution of Publicity; AR 4435 Responsible Use of Computer Resources; AR 4440 Extracurricular Trips; AR 4441 Recording of Classes or Redistribution of Online Course Materials; AR 4445 Forming a Club; AR 4446 Club Events.
 - 1. Cameron suggested that AR 4440 and AR 4446 should be reviewed; the rest will be reviewed and presented to the committee at a later date.
 - g. AR 4310 Final Examinations and Grades and AR 4311 Grade Entries do not need to be revised at this time.
- 4. AR's for Discussion-Continued Discussion**
- a. Add Code Policy
 - i. Agreed to post the Faculty's "Prohibited Practices," but the committee decided to wait until after the wait list program is implemented to revisit the best practices/student tips.
 - b. Wait List (Work in Progress)Policy
 - i. Names are placed on wait list; when an opening arises, the first name on the list is emailed and given a time limit (i.e. 24 hours) in which to enroll. If the student misses the deadline, then the next name on the wait list is contacted and so on for the next week or so. Students limited to (1) wait list per subject (i.e. English 1).
- 5. Announcements:**
- a. Next meeting:
 - i. Start working on AR's; each committee member should review the ARs before the meeting.
 - ii. Presentation by Jose Cue regarding AR 4352: Recognition of Academic Excellence (Would Global Citizenship show up as a transcript designation?)
 - b. Next meeting on Tuesday, October 4, 2011 at 2:00 pm in HSS 261.

Meeting Adjourned at 3:40 pm.

Respectfully submitted by: Diana Askew

*already revised; need to verify language in AR4340 matches AR4350 in reference to credits