Joint Academic Senate
Student Affairs Committee
Santa Monica College

AGENDA
May 18, 2010

1. Review of Minutes from May 4, 2010 Meeting

2. Update on ARs in Process
   - 4124 – Refunds – 2nd Read Scheduled 5/25/10
   - 4310 – Final Exams – Finalize Today
   - 4310.1 – Incomplete Grades – Finalize Today
   - Proposed AR High School Articulation Agreement – Passed
     2nd Read 5/11/10
   - 4354.1 / 4354.2 - IGETC/CSUGE Certificates of Completion –
     2nd Read Scheduled 5/25/10

3. Add Code – Discussion Revisited

4. Plus/Minus Grading Around the State
Joint Academic Senate & Student Affairs Committee  
MINUTES  
March 30, 2010  

Attendees: Gregory Brookins, Kiersten Elliott, Laurie Guglielmo, Lucy Kluckhohn-Jones, Gary Todd, Maral Hyeler, Gail Fukuhara, Tiffany Inabu (A.S.), Dechelle Richardson (A.S.), Bilal Habib (A.S.), Evelyne Pedersen (Recording Secretary)  
Excused: Emily Lodmer  

1. New members:  
The Committee welcomes two new student members, Dechelle Richardson and Bilal Habib  

2. Review of minutes: March 16 minutes are approved as amended.  

3. Updates on ARs in process  

List of ARs which were presented to the Executive Senate on March 23 for a second read:  
- AR 4125 Transcripts – **passed** with changes  
- AR 4310 Final Exams and Grades – **returned to Joint S.A. Committee**  
- AR 4310.1 Incomplete Grades – **returned to Joint S.A. Committee**  
- AR 4342 Progress Probation and Disqualification policies – **passed** with no changes  
- AR 4124 Refunds – **passed** with no changes  

List of ARs which will be presented to the Executive Senate on April 6 for the first read:  
- AR 4354 Career & Department Certificates of Completion  
- 2 new ARs for IGETC and CSUGE certificates  

4. Discussion on AR 4310  

After discussion, several changes in the wording are being implemented: add “the” before “schedule” in the first paragraph, delete ‘in” after “given” in the first sentence in the second paragraph, delete duplicate paragraph which begins with “Final examinations” before the third heading.  
The first sentence of the second paragraph on the second page will read as follows:  
“Final grades are to be submitted online by the deadline published by the Admissions Office that is consistent with the collective bargaining agreement.”  
The bulleted point #2 of the same paragraph is being changed to “Mark one, and only one grade: A, B, C, D, or F for each student or, if applicable, assign an incomplete on the final grade roster. See AR4310.1 (Incomplete Grades) for details.” The bulleted point #3 is being deleted.  

AR 4310 & 4310.1 will be resubmitted to the Academic Senate at the April 6 meeting.
5. **Course of Action – Waiting List and Add Code Policy**
   
   Greg informs the Committee that he is in the process of articulating a new communication itemizing the Faculty “Best Practices according to Title 5”, which will be presented to the Department Chairs for review.

6. **Discussion of new AR draft – High School Articulation Agreement by Maral Hyeler**

   An updated draft of the new AR relating to High School Articulation is being presented to the Committee. It is decided to add a preamble referring to Title 5, create two new headings, and reorganize the bulleted lists of items in order to make each process unambiguous. The initials “H.S.” are also being added in the text to clarify that this new AR refers to High School agreements only.

   Several items are being discussed:

   - Define “student in good academic standing”; each department will have different grade requirements to determine if a student can apply.
   - Do the courses need to be included in the catalog/schedule of classes?
   - Discussion on Grading according to Title 5 section 55023
   - The newly changed bulleted list under each subject heading should be developmental and address the exact process for obtaining the credit before and after completing the examination.

   This draft will be updated and presented for discussion to the Committee next week. Our goal is to submit this new AR to the Academic Senate after Spring Break.

   The Meeting is adjourned at 3:45 pm.