

Student Affairs Committee  
Minutes Tuesday, March 27, 2012

Attendees: **Beatriz Magallon, Sara Boosheri, Jake Smith (Student Representative) , Denise Kinsella, Lucy Kluckhohn-Jones; Kiersten Elliott; Nathalie Laille; Alicia Villalpando, Michael Tuitasi, Gail Fukuhara; Laurie Guglielmo;**

Excused/Absent: Deyna Hearn; Benny Blaydes; Ramin Nematollahi; Cameron Espinoza

Call to order 2:10 pm

- I. Minutes from March 13, 2012 approved as is.
- II. Presented 4340 suggested changes during the Academic Senate's second review.
  1. In item #1, regarding the repetition limitations if they applied to repeatable courses. Bea included language that it would not impact repeatable courses.
  2. Item 4.c, it was suggested that instead of a Dean doing the review, having reviews done by a committee & Laurie & Bea thought 2 counselors (because some programs are small) and 1 Dean or designee.
  3. Item 4.e, the impact on the student's academic record needed to be clarified. Changed to reflect what is on Title 5.
  4. Nathalie Laille from the DSPI office was also updated by the committee about the special accommodations exception that is allowed. She responded that their department does not tend to like to make special exceptions but she would look into this more closely as a future option.
- III. Continuation of revisions to AR 4321: Withdrawal from Class
  1. Discussion continued about the definition of Census and how it is calculated.
  2. Beatriz Magallon contacted the Chancellor's office and found out that it does not make how long the course term is (condensed or full term). Twenty percent is a flat twenty percent w/example in open-entry, open-exit courses.
  3. The current calculation of census (Monday of week 3) did not match the Chancellor's office definition. This seemed to match refund deadline of 10%.
  4. Discussion also continued as to whether the Avoid a W deadline (which can be up to 30%) should match our current interpretation of the Census deadline (which the committee calculates to be 10% of the term). The committee understands that we will not receive apportionment for students who drop classes between the Census drop date and the Avoid a W drop date. There was concern that the "W" deadline would impact many students if moved up to the Monday of the third week which would impact 3x course repeat.

5. Denise Kinsella recommended that we go back to Randy Lawson, Sr. Executive Vice President to clarify how the District currently calculates census and gain insights into why there is a difference. Denise said she would email him for this information. Once we understand the calculation we can discuss the impact on the Avoid a W deadline further. The question was whether it was the 14 day or 21 day mark.
6. Guaranteed W (50% of term) through “No more transactions Drop” (75% of term): A discussion was had regarding the policy about dropping students between the 50%-75% of the term. It was suggested that this be omitted from the policy since we could not cite the origin of the policy. It was decided to keep the language because Title 5 section 55024 a.1 outlines the dropping criteria during this period of the term. The committee recommended adding the Title 5 section citation in our AR to be as clear as possible. Further discussion on this item per academic senate feedback for clarification.
7. Tabled for future discussion: Review what “extenuating circumstances” means and discuss the definition of census.

**IV. Meeting Adjourned at 3:45**

Respectfully submitted by: Kiersten Elliott