

Student Affairs Committee
Minutes Wednesday, March 22, 2017

Attendees: Beatriz Magallon, Esau Tovar, Jihyeon Cha, Donna Davis-King, Stanley Hecht, Marisol Moreno, Denise Kinsella, Alicia Villalpando, Micca Cao (Student Rep), Adrian Restrepo (Student Rep), Benny Blaydes, Justine Ramos (student), Laura Zwicker(Student), Steven Perea (Student)

Excused/Absent: Deyna Hearn.

1. Call to order: 1:00 pm
2. Public Comments
 - a. Bea stated that the Academic Senate sent AR 4355 back to the Committee to clarify language and asked for AR to be added to today's agenda. She adjusted the language to mirror graduation requirements as well as proposed feedback given by a senate member.
3. Motion to approve minutes from March 1, 2017 by Esau Tovar, 2nd by Marisol Moreno. The Committee voted 6 yes, - 0 no - 2 abstain, to approve the minutes as presented.
4. Motion to approve minutes from March 8, 2017 by Denise Kinsella, 2nd by Jihyeon Cha. The Committee voted 8 yes, - 0 no - 0 abstain, to approve the minutes as presented.
5. Old Business
 - a. 4355 Graduation Proficiency Assessments
 - i. Bea stated that she made these proposed changes based on feedback from math instructor, checking with assessment office and graduation.
 - ii. Esau clarified there is a difference between assessment for initial placement and graduation proficiency test and that only SMC scores can be used and not raw scores from other CCC's for placement.
 - iii. Language was added to clarify that only Santa Monica College's assessment test can be used to assess graduation proficiency level in mathematics.
 - iv. Minor amendments were made to the language of the AR for clarification purposes.
 - v. Motion to approve the amended AR by Alicia Villalpando, 2nd by Denise Kinsella. The Committee voted 10 yes, - 0 no - 0 abstain, to approve the amended AR as presented.
 - b. 4320 Attendance
 - i. Bea stated that the Executive Senate sent the AR back to the Committee to discuss the consequences of late arrivals and absences to match any AR for Grading. There was no language in Title 5 nor AR for Grading.
 - ii. The Committee clarified that the consequences of late arrivals need to be consistent with the instructor's syllabus, reflect the department's recommendations and include requirements for excused absences such as religious holidays since there is no AR that clarifies this nor any language in Title 5. The committee felt that review by Executive committee and DE committee would be beneficial to modify if necessary before submitting
 - iii. Minor amendments were made to the language of the AR for clarification purposes.
 - iv. Motion to approve the amended AR by Jihyeon Cha, 2nd by Stanley Hecht. The Committee voted 8 yes, - 0 no - 0 abstain, to approve the amended AR as presented.
5. New Business
 - a. 4310 Final Examination and Grades
 - i. This AR was revised to clarify when final exams need to be scheduled and when exceptions can be made because changes impact students and conflicts can be resolved by proctoring if need be. Additionally, the Committee noted that the students who have verified accommodations, the administration of the exam needs to comply with ADA requirements.
 - ii. Motion to approve the amended AR by Donna Davis-King, 2nd by Alicia Villalpando. The Committee voted 8 yes - 0 no - 0 abstain, to approve the amended AR as presented.
 - b. 4310.1 Incomplete Grades
 - i. The Committee began discussions about whether a "C" grade should be required for an instructor to be able to

grant an Incomplete. Nothing in Title 5 language regarding a minimum “C” grade. Most students are unaware of ability for an Incomplete grade and from students perspective recommended it be open for student and faculty member to decide. The option is always there if a faculty member chooses. From faculty perspective most students do not complete the final even after the Incomplete is given. The committee felt it needed more time to process before a vote and decided to continue the discussion next Committee meeting.

6. Motion to adjourn the meeting by Jihyeon Cha, 2nd by Adrian Restrepo. The Committee voted 8 yes - 0 no - 0 abstain. Meeting adjourned at 3:06.

Respectfully submitted by Ann Marie Leahy