

Student Affairs Committee  
Minutes: Wednesday, February 28, 2018

**Attendees:** Beatriz Magallon, Esau Tovar, Arthur M. Sanchez (Student Rep), Denise Kinsella, Mike Tuitasi, Alicia Villalpando, Donna Davis-King, Stanley Hecht, Invited Guest: Francisco Munoz

**Excused/Absent:** Kayli Weatherford, Kathy Pho, Daniel Freeman

Call to order 1:05 pm

1. **Public Comments: (None)**
2. **Minutes from 11/29/17 Motion to approve by Esau, 2<sup>nd</sup> by Denise, 5 - yes, 1 - abstain,**
3. **AR 4111.8 Enrollment Priorities & AR 4113 H.S. Concurrent Enrollment (5011)**
  - i. Bea updated the committee these AR's will be moving forward for first read by the Academic Senate next week.
  - ii. Esau reported the changes to enrollment may not be implemented for the Summer/Fall 2018 enrollment cycle. Furthermore, he stressed that the Superintendent/President has the right to veto the Student Affairs Committee's decision.
4. **AR's for Consideration**
  - a) **AR 4320 Attendance & 4133 Student Enrollment, Attendance & Disenrollment (5070)**
  - b) **AR 4125 Transcripts, AR 4135 Compliance with FERPA & 4133 Records Classification & Retention (5040)**
  - c) **AR 5045 Student Records – Challenging Content and Access Log (5040)**
  - d) Bea updated the committee regarding AR's sent to DSPS and Student Life early last Fall 2017. Benny and Nancy will work on these, they will be on hold until mid to late spring. Esau asked Mike if he could follow up with Nancy as he meets with her regularly. Mike agreed he would do so.
5. **AR 4320 Attendance & 4133 Student Enrollment, Attendance & Disenrollment**
  - a) **Editing of AR 4320 & 4133**
    - i. Bea asked Esau if he utilized the three samples provided from other colleges when editing the AR's. Esau responded he primarily used the first sample, inserted the two AR's from us, and borrowed language from the other two samples.
    - ii. The first two pages contained what the consultant had prepared for SAC's review, along with legally mandated language. Below this the consultant had inserted the local administrative regulations that fall under attendance for on-ground and hybrid courses.
    - iii. Esau suggested both versions of AR 4320 are still useful to keep and update in the new version of AR 5070, however AR 4133 is antiquated as technology has changed in how FTES are calculated. Instead he suggested to eliminate AR 4133, and in its place use the language from sample one from the other Community College district. Esau thought sample one was the best in providing legally mandated language, without excessively describing all of the procedures of the contracted audit manual which we have to follow for attendance accounting. This is a 50 page manual on how to calculate FTES, and different types of census.
    - iv. Sample one from district one includes the legally mandated language, Esau began to edit and insert local policies and practices. He also included some language from the second and the third sample. In the end, from the second and third sample Esau only borrowed census reporting language, late enrollment, re-enrollment and he kept in mind there is a new Title 5 change that takes effect on 22<sup>nd</sup> of February. We need to insert Excused Withdrawal as a

potential notation on the student's transcript. This means we would need to edit AR's on grades and MIS would need to make some changes. Esau predicts this will be implemented this Summer.

- v. Esau also reported the District has made a decision in moving forward with replacing WebISIS. Thus, MIS are not working on replacing and building out systems with WebISIS. Within the next two years the new system will be implemented.
- vi. Donna asked when Census is, Esau and Mike responded. Census date depends on the scheduling of a class. Bea brought up an issue with a student adding a class that only met Fridays. The student added the class late, and could not drop the class after the second meeting without receiving a W. Esau responded they have tried to account for everything so this should not happen.
- vii. Arthur wanted to clarify the difference regarding attendance and excused absence due to religious holidays. Esau responded we are not under obligation to make up attendance for students, but we have an obligation to make up for the examination. Religion is not an extenuating circumstance according to the state regulations. It is the student's responsibility to notify the instructor that they will be absent due to religious holidays. Esau suggest we copy the board Policy. Georgia Lorenz sends out an email every semester to remind professors with guidance, however this is not policy that the college has adopted.
- viii. Esau explained Instructors should drop students before the census day. We may receive penalty if we do not.
- ix. Bea does not think we should vote on this until we have found the language from the board, and the email from Georgia.
- x. Stan raises, perhaps students who only attend the first class, and does not attend the next class should be dropped before the census day, so they may receive a refund.

**b) Editing of AR 4125 (5040)**

- i. Esau stated it would be helpful to receive Bob Myers language on this.
- ii. Because we receive federal funding, we must adhere to the Solomon law. This means we are supposed to release records to the military. Esau suggests under release to military records to list release x,y and z records. When the congressional act was written, email was not a form of communication. Therefore student's email address is not provided to the military as it is not part of our directory information. We do not disclose citizenship status of students.
- iii. Esau edited language on beginning paragraph of AR 4135
- iv. Further editing of language on under what circumstance would prevent release of transcripts. Transcripts may be requested in paper or electronic form.
- v. Language edit on how students may obtain transcripts etc.,
- vi. Mike asked what it means to confirm the accuracy of the social security number. Esau responded he does not want to include this because we do have to confirm SSN with students.

**6. Meeting adjourned at 2:55 pm**

Respectfully submitted by Malin Bohman