

Student Affairs Committee Minutes:
Wednesday, Oct 17, 2018

Attendees: Bea Magallon, Esau Tovar, Donna Davis-King, Stanley Hecht, Denise Kinsella, Bridgette Robinson, Mike Tuitasi, Alicia Villalpando, Alexa Benavente: Student Rep

Excused/Absent: Tom Peters, Bader Saeed: Student Rep

Call to order: 12:15 PM

1. **Public Comments:**

- Alexa mentioned that a student from the SMC reached out to AS, Board of Trustees and the Vice President, regarding SMC creating an option on campus where students are able to have their preferred pronouns and names recognized on campus and student records. They cited the time and money that's involved in order for a student to have their name legally changed. Alexa asked if this would fall in the scope of what the committee reviews.
- Bea responded that this would not fall under the committee, but that the committee has been working towards making sure to remove his/her pronouns from the AR's and updating them to say them/ theirs. She mentioned that an immediate fix could be putting a section on the roster that lists the student's preferred name.
- Esau responded that SMC is currently working towards having this option available to students, but that it will take some time. He mentioned this is not an easy fix and would require a lot of work on the back of end. There are many different areas in ISIS that have fields for student name and each would need to be programmed. He mentioned that we are currently in the process of changing our student information system and right now we are looking at three years before we will have it in effect.
- Esau mentioned best to wait until we have the language and guidelines from the American Association of College Registrars and Admissions Officers (AACRAO). Other schools have had issues with identity fraud and student's not using the option of a preferred name appropriately. He mentioned that we should not implement something that is just SMC specific. We should also be taking into account the educational landscape. He wants to wait for AACRAO, because they are nationwide and have a membership from every type of educational institution and are the voice of official documentation, like transcripts for example. Locally maybe SMC can form a work group to help map out these guidelines as well.
- Bridgette showed concern with having to wait three years for guidelines and policies to come into effect. She mentioned that some universities have already moved forward with implementing a preferred name option for students. She believes that we should be aggressive about these changes. She mentioned it's not just student's transitioning or having different gender identities, but the large number of international students who would prefer to go by their American name and many do not want to have to continue to remind faculty members. She mentioned not having something in place and having to wait three years would not make us competitive against other colleges.
- Bea will forward the concern to the Executive Committee to get their feedback and see if a resolution or anything else can be done to be a temporary fix to what will need a long term solution.

2. **Approval of Minutes: October 3, 2018:**

- Esau asked for the references to Title 5 utilize the number five instead of the roman numeral.

Motion to approve Minutes of October 3rd with change: Motion: Donna, 2nd: Denise, (7) Yes, (1) Abstention: Esau

3. **Update on AR 5070 Attendance:**

- Bea submitted to Executive Committee for review. Exec suggested that the committee remove the first and third bullets points in this AR. They asked that the first bullet point on accommodations be removed because it is redundant. We already have a section that indicates that the student would need to contact the instructor within the first two weeks and will work out any accommodations. They also asked that we remove bullet number 3, indicating that the student and or professor should contact the department chair. Exec indicated that if there are issues with student/professor trying to come up with any accommodations, that it should go up to the Vice President of Acad. Affairs. Because the district has the burden of proof of this, the district would need to accommodate.
- Bea presented to the Academic Senate for first read, they questioned the last paragraph under "Reinstatement of Course Enrollment". The paragraph mentions that instructors should not permit students to continue to attend their course past the first week if not enrolled and conflicted with what most instructors do, which is give add codes until the second week.

- The committee agreed to change the last paragraph to read as follows: *It is the student's responsibility to confirm enrollment. Those failing to enroll by the applicable deadline may not receive credit for the class. It is the instructor's responsibility to ensure that all student's attending their course are officially enrolled.*
- Bridgette suggested changing the title from "Reinstatement of Course Enrollment" to "Reinstatement and Late Authorization Course Enrollment."
- Bea to present with changes to Academic Senate for second read and will send to Esau for Senior Staff to review.
- Esau requested that the section titled "Census Reporting" be moved up right above the section titled "Student Attendance."

Motion to approve AR5070 with changes: Motion: Denise, 2nd: Donna (9) Yes, Unanimous

4. Action Items:

a) 5040 Student Records, Directory Information and Privacy; Challenging Content & Access Log (5045)

I. Student Records:

- Denise suggested restructuring the opening paragraph of this AR.

II. Transcripts:

- Bea mentioned Admissions Supervisor Jose Hernandez mentioned he would look into how students placing a transcript order online can utilize their two free transcripts.
- Esau said we do not have an answer yet. Currently there is no option to waive the transcript fee and the third party processing fee from our online ordering system. Bea said that the student would still need to pay the \$2.40 processing fee.
- Esau mentioned we are looking to see how we can have the first two transcripts free through online ordering and seeing if the college may be able to absorb the processing fees. Esau and Jose to meet with our third party service, Credential Solutions in November.

III. Challenging of Records:

- Esau clarified that only a student can challenge their records. The only exception may be in special instances, like power of attorney.

IV. AR 4131 Records Classification and Retention:

- Esau requested that this AR be removed from 5040, and that it stand alone and remain as AR 4131. He mentioned that these classifications are still being reviewed and he is meeting with Chris Bonvenuto to develop a policy for the district. Besides student records we also store documents from accounting, human resources, grants, etc.
- This will most likely need to be reviewed next semester, Esau mentioned he currently does not have anything to present to the committee to review.
- Bea reached out to all departments listed under section 4, "Types, Locations and Custodians of Education Records" and asked them to verify that all the information listed under their area of records was correct and/or made the changes based on their feedback.
- Bea suggested adding an additional paragraph under section Q for students to reference Title 5 on how student records are classified. Alexa agreed that this would be important for students.

Motion to approve AR5040 with changes: Motion: Bridgette, 2nd: Alicia (9) Yes, Unanimous

b) 5075 Course Adds, Drops and Withdrawals

- Bea mentioned that the first paragraph in this AR came from the league and what's taking place is that students can withdraw from a class without a "W" in the first two weeks for a 16 week course which was 20% of the term. They had a change last Spring, where it changed from 20% of the term to 30% percent.
- Esau mentioned this is not new and that it's been that way. It was a decision that Santa Monica College made to make the deadline the 20% of the term to coincide with the census deadline. One of the provisions in Title 5 is that individual colleges can decide on a stricter deadline.
- Alicia mentioned that we can lose students if they realize that Santa Monica College is stricter, they may decide to

leave the college and take courses somewhere else that isn't as strict.

- Bea mentioned why we would want to be punitive on a "W" that does not affect the college and can only help students going with a 30% deadline to avoid getting on probation or disqualification status.
- Esau mentioned this could lead to issues with students who instructor shop and end up taking a seat away from another student. Esau said we will be claiming apportionment for that student and we still have to issue a grade on the student success matrix to the chancellor's office, even though the student won't see them on their transcript.
- Bea asked the instructors on the committee if they have ever had students coming in the fourth week trying to enroll. Stan said yes, there are some instances like with international students, student athletes, promise students and others who are required to be in a certain amount of units in order to be eligible for these programs and grants.
- Bridgette mentioned she would be uncomfortable making a decision if she does not have the statistics that show how the student shopping poses a negative effect on other students. If she were a student and was trying to decide which school to go to, she would look at those that allow her enough time to make a decision within those first four weeks. She brought up the cases of students who have children, those who are currently working and coming to school and those who travel long distances to get to campus.
- Alexa talked about her experience as a student and many times the challenges that come up during the semester. She mentioned at times life happens and students have to drop their classes for personal reasons but what happens, if you are a full time student and you receive 'W' for all four of your courses? How does that look on their transcript?
- The committee agreed it would be best to see the data for both sides, in order to make a decision on how to proceed on the course deadline. Esau said he will try and see if he can gather some information for the implications of the college.

c) *4230 Grade Entries*

- Bea mentioned the non-credit committee is ready to come forward and present to the committee. They mentioned that the "SP" grade would be solely used for non-credit ESL courses, so for now no discussion for SP being used in other courses.
- Bea asked Esau that in past meetings there was discussion on having a separate transcript for noncredit, should we already think about what we will be doing in the future for non-credit transcripts? Esau mentioned that it does not change, that it is just an added page with the normal transcript.
- Bea asked Esau if students who have a non-credit transcript, when we send out their transcripts to their transfer institution, will we also be sending out their noncredit transcript as well.
- Esau responded this is where he feels that the non-credit committee may not be fully ready to present. They have not thought about these changes completely. He mentioned that student records are supposed to be authentic and a complete history of what courses students have taken, he believes that the non-credit committee only want to transcribe courses that are a part of a non-credit certificate of completion. He mentioned that's not to say that student's aren't taking other courses. He mentioned that we are subpoenaed for records all the time and we do not have transcripts for Emeritus or Non-Credit, this should not be the case, we should have a record of all courses students haven taken at SMC.
- Esau believes that the non-credit committee should provide specifics on how these grades are going to be used, because at the moment the use of "SP" is allowed, but what does it mean in practice, at what point does the student receive the satisfactory progress? Currently Satisfactory Progress can only be used in non-credit courses, but that's not to say that for the non-credit side they couldn't use IP for in progress and W for withdrawal. How does the instructor at the end of the semester make the determination that the student should receive the "SP"? In the absence of Satisfactory Progress, what is going to show on the transcript? That's something he hasn't heard that they have discussed based on his last conversation with Deedee Carter.
- He has been asking for them to create a write up of what they are proposing, because at the end of the day it will help the faculty teaching the non-credit courses actually grade these students. Students should also know if their transcript is going to show that they withdrew after they stop attending or is it going to show NP? These are the things he believes the non-credit committee need to be addressing.

5. **Announcements:**

Meeting Adjourned: 2:04pm

Respectfully Submitted by Aaron De La Torre