

Santa Monica College Student Affairs Committee

Meeting Minutes

Date & Time: Wednesday, October 30, 2019
Location: Academic Senate Conference Room (HSS 261)
Chairs: Beatriz Magallon (Chair), Esau Tovar (Vice Chair)
Attendees: Donna Davis-King, Stanley Hecht, Tom Peters, Bridgette Robinson, Alicia Villalpando, Hao Hao: Student Rep, Hope Ullman: Student Rep
Guests: Bob Myers: Campus Counsel, Isaac Rodriguez: Associate Dean of Student Life
Excused/Absent: Mike Tuitasi, Catherine Weir

I. Call to Order: 12:02 PM

II. Public Comments: None

III. Approval of Minutes: October 16, 2019

Motion to approve Minutes as is, Esau moved, Tom seconded, (7) Yes at 12:03pm.

IV. Old Business: Updates

- a. AR's 5410, 5420 presented to Academic Senate for first read
- b. AR 4226 Time Conflict
 - i. Academic Senate first read suggestions
 - a) Eliminate last two sentences found in paragraph c. requiring faculty to record attendance requiring signature for each attendance.
 - i) A lot of work for instructors for up to 15 minutes of overlap. Feels questioning integrity of faculty.
 - b) Change language *during* to *within*.
 - ii. Cannot approve time conflict without faculty commitment to document that time was made up.
 - a) Faculty not required to agree to accommodate students with up to 15 minute overlap.
 - b) No approval could lead to loss of enrollment.
 - c) Approval without documentation could lead to loss of FTE.

- d) Current form is a commitment to make up time, but has no log to prove that it has been completed. The current regulation does not have this language nor does the template from the League nor does the training manual for Admissions Director's. All Colleges are not doing this.
- e) Auditors may request documentation regarding time conflict.
 - i) Auditors left time conflict alone for this review.
 - ii) Auditors were satisfied with TBA rosters. TBA rosters require instructors to indicate the day of the week and the time of those days that the student will attend courses.
 - iii) Auditors were not satisfied with positive attendance. Positive Attendance requires a sign-in sheet where student indicates time-in and time-out of the course.
 - iv) Time conflict documentation should prove that the student made up the time.
- f) Unwillingness of instructors to maintain attendance is concerning to District.
- g) A considerable number of faculty were not in favour of completing a log, because many classes do not require taking attendance. The form already indicates the agreement between student and faculty for make-up time.
- iii. Campus Counsel Recommendations
 - a) Alter the current form to require a second signature provided by the instructor at the end of the term to certify that the student attended each of the time periods that were set forth in the original agreement.
 - b) Student maintains the log and the instructor certifies it at the end of the term.
- iv. To compromise with Academic Senate's suggestion, changed language to *The instructor will verify at the end of the term that the student has made up the required time.*

Motion to Approve AR 4226 as revised. Alicia moved, Donna seconded, (9) Yes at 12:26pm.

- c. AR 5203 Lactation
 - i. Removed repeated language per recommendation.

Motion to Approve AR 5203 as revised. Alicia moved, Bridgette seconded, (9) Yes at 12:28pm.

- d. AR 5017 Making Inquiries of Immig. Status, Citizenship Status and Nat'l Origin Info
 - i. Recommendations accepted.
 - a) Modified to reflect more formal regulation language to improve understanding.

Motion to Approve AR 5017 as revised. Tom moved, Alicia seconded, (9) Yes at 12:32pm.

- e. AR 5430 Student Clubs
 - i. Concerned about the inability to fill demand for primary advisor roles for student clubs with full-time faculty and managers. Exec questioned why part-time faculty cannot serve as primary advisors.
 - a) Not an issue of liability.

- b) Part-time faculty serving could lead to negotiations for compensation from the Faculty Association.
 - c) Full-time faculty have a duty to serve on clubs per District.
 - d) Most full-time faculty are also involved in various committees and student activities
 - e) Many part-time faculty work at multiple institutions, making it difficult to schedule activities.
 - f) Full-time faculty have been vetted and are tied to the institution.
- ii. Suggestions to reduce the challenge to fill advisor positions.
 - a) Flex credit for part-time faculty.
 - b) Inform and encourage full-time faculty on the benefits of serving as a student advisor.
 - c) Segment of part-time faculty, e.g. Associate Professors, could act as primary advisors. This would require consultation with senior staff.
 - d) Recommended Associated Students Office send a survey to full-time faculty to determine interest.
 - iii. Exec wondered if AR 4420's expectations correlated with a loss in student leadership positions
 - a) AR 4420
 - i) Does not emulate Ed Code.
 - ii) Student Affairs Committee did not approve lowering requirements three years ago.
 - iii) Review of AR 4420 only after priority AR's have been reviewed
 - iv. Exec questioned the limits of liability for wearing the College's shirts.
 - a) Students not authorized to create shirts using the College's logo.
 - b) There is no restriction or liability for wearing shirts with the College's logo purchased from the College's bookstore.
 - c) Code of conduct at other schools sometimes have a provision, but our College's Code of Conduct does not.

The Committee did not hold a vote on this AR. The Committee seeks confirmation from senior staff regarding Associate Faculty members' ability to act as primary advisors to student clubs.

V. New Business:

- a. AR 4300 Field Trips and Extra-Curricular Activities
 - i. Section *Authorization* explains the law that allows field trips.
 - ii. Section *Types of Field Trips*
 - a) Added *Special Programs Field Trips* as a third class of field trips.
 - i) Includes sponsors such as but not limited to Transfer Counseling, Pico Partnership, EOPS, Scholar's Program, and IEC.

- ii) Language reads 3. *Other authorized Field Trips conducted by Special Programs designed to provide experiences connected with special elements of the program's focus (hereinafter Special Program Field Trips).*
- iii. *Section Approval of Field Trips*
 - a) Modified language to include Special Program Field Trips.
 - b) Added paragraph c. to paragraph 2 that addresses submission of requests for approval for Special Program Field Trips.
 - c) Applied language regarding overnight travel and minors to all three categories of field trips.
 - d) Modified language to *personnel* for Special Program Field Trips.
 - e) Modified language to require approval from *appropriate VP or designee* for Special Program Field Trips.
 - f) Created paragraph 3., which combines repeated language from parts a.-c. in paragraph 2.
 - g) Added language requiring all participants to complete the appropriate (e.g., overnight waiver) and standard liability waiver forms.
 - h) Associated Students and Academic Affairs each use liability waiver forms that could be modified for Special Program Field Trips use.
- iv. *Section Requirements for Field Trips*
 - a) First paragraph
 - i) Added *Class* to read *Class Field Trips* to distinguish type of field trips.
 - ii) When student cannot pay for authorized field trips, District will pay.
 - iii) Eliminated *due to personal obligations or lack of sufficient funds* as other restrictions may apply and these reasons are not exhaustive.
 - iv) Added language to specify this paragraph pertains to Field Trips that occur outside of regularly scheduled class, and that an alternative assignment should be provided if credit may be lost.
 - v) Moved language from paragraph 3 to the end of paragraph 1.
 - 1) Direct provision of Ed Code.
 - 2) Refers to class trips.
 - vi) Special programs typically fund trips.

- vii) Clarified how class trips are presented as part of registration.
 - 1) Some courses require several field trips, where course performance depends on field trip participation.
 - 2) Added language *and be included in the course syllabus* when participation in a field trip is integral to completion of the course.
- b) Second paragraph
 - i) Modified first sentence to apply to Class Field Trips and requiring one faculty member.
 - ii) Added sentence explaining that other field trips should include a minimum of one college personnel.
 - iii) New procedure from Academic Affairs of one advisor for every 15 students is advised, not required.

The Committee did not review this AR. Postponed to next meeting.

b. AR 5570 Credit Card Marketing

The Committee did not review this AR. Postponed to next meeting.

c. AR 3900 Use of C. Property for Speech & Other Act.

The Committee did not review this AR. Postponed to next meeting.

d. AR 5431 On-Campus Events by St Org's & Clubs

VI. Announcements: None

VII. Adjournment: 2:04 PM

For all documents, visit

www.smc.edu/ACG/AcademicSenate/AScommittees/Documents/Student%20Affairs/SAC%202019-2020.

Next scheduled meeting: Wednesday, November 13, 2019 from Noon-2pm, HSS 261

Respectfully Submitted by Nicholas Chambers