

# Santa Monica College Student Affairs Committee

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## Meeting Minutes

**Date & Time:** Wednesday, Sept 29, 2021  
**Location:** Zoom Session  
**Chairs:** Beatriz Magallon (Chair), Esau Tovar (Vice Chair)  
**Attendees:** Donna Davis-King, Matt Musselman, Press Nicolov, James Thing, Mike Tuitasi, Alicia Villalpando, Redelia Shaw, Kamiko Greenwood (student rep), Dom Prendergast (student rep)  
**Guests:** Alexandra (Alex) Tower  
**Excused/Absent:**

### **I. Call to Order: 12:07 PM**

### **II. Public Comments:**

- i. None

### **III. AR Updates: Passed/Presented to Academic Senate**

#### a. AR 4300 Field Trips and Extracurricular Activities

- i. Bea did not present this AR to the Academic Senate for first read, since there were areas that needed to be addressed. Bob Meyers and Bradley Lane have received copies of this regulation and provided feedback to Bea regarding funding sources. Jason Beardsley is also reviewing this regulation.
- ii. Alex provided feedback on this AR, as field trips are a part of the Earth Sciences courses. Alex brought up the use of forms, and that all forms should be housed in one designated area for easy access.
- iii. Alex had received feedback from faculty that there could be three separate AR's created: for courses that require field trips, study abroad, and Associate Students field trips – Thus, a separation of the different rules that apply to each type of field trip.
- iv. Alex pointed out that there needs to be a funding source since there is a lack of funds. However, for courses, if a student is not able to pay a lab fee and the instructor has to wait for the AS cycle to go through a funding approval then this would create a barrier and hold up the course for those students.
- v. Alex noted that the stipulation of needing an advisor for every 18 students would also create an issue for field trips because, there could be 32-36 students in a course. Esau suggested a distinction between classes with essential field trips vs. field trips for enrichment purposes that are part of a class. The issue with the minimum number required, however, Esau cited has to do with insurance and liability. SMC would have to pay for additional faculty.
- vi. Alex also wanted to specify that students participating on a field trip should be enrolled in the course, not just enrolled at SMC.

- vii. Bea shared that Bob Meyers stated that the AS relief fund should not be a solution for ensuring access to these activities and that other sources should be used. Dr. Lane suggested setting up an auxiliary account to provide access to pay for these types of activities. They also suggested that these costs be included in the course descriptions. Title 5 stipulates there should be an account for students to partake in these activities. Esau stated this process should be determined later, since funding sources could be different depending on the type of trip. However, Esau agreed we could reach out for funding from the SMC foundation.
- viii. Discussion on where funding could come from, potentially AS, SMC foundation, etc., and how this would be implemented. Kamiko raised the concern that if a student did not qualify for the CA promise grant, and then suffered a hardship, they may not qualify. This student would not be able to apply for this type of funding under this discussion. Bea agreed, and stated this should be something to keep in mind and that the eligibility for funding has not been determined. Special circumstances should always be considered as this is also a financial aid practice.
- ix. James asked if other colleges have AR's that separate these different field trips like Alex was mentioning. James also asked; if there are other classes that require extra fees and or supplies. Alex responded photography etc., however, this situation is different for field trips. Dom asked if students would have a way to have an unadvertised at home assignment, rather than field trip. Dom mentioned how CARES funds have been able to help, and if those could be used in this scenario. Alicia suggested that the AS board should discuss this issue, and perhaps find a way to provide funding for students to utilize for field trips. Kamiko and Dom, however thought the District should fund this. Dom especially pointed out how these are essential parts of instruction, thus a rainy day fund should not be established by AS, rather it should be paid by the District.
- x. Alex did not see the necessity of meeting with risk management prior to high risk activities as these are activities that faculty have engaged in many times before.
- xi. Mike stated that costs associated with courses should be listed in the class schedule. However, saying that the District has to pay for it will kick it over to "cost of instruction" and then the cost would be absorbed by the students.
- xii. Bea suggested the regulation could be divided into AR 4300.1.2.3 to incorporate the separation to address the different specific types of field trips as Alex suggested.
- xiii. Redelia commented that Alex brought up some good points, as Redelia herself has experience with Arranged Hours classes and faculty provide food for students when they cover games. There also is gas money required to go to away games, and these invaluable experiences are course enrichment for students. Redelia suggested that all departments could do fundraising to create auxiliary accounts to provide funding for these essential costs.
- xiv. Kamiko asked Redelia how much she pays out of pocket. Redelia answered about \$150 per game.
- xv. Mike explained that part of the puzzle is to figure out how to find funding for the events and that Redelia has offered some options. The District's budget and monies are designated to certain areas.

- xvi. Dom asked if students are made aware of the costs prior to joining Redelia's program. Redelia answered that the program tries to keep costs as low as possible. Esau also stated that as a public institution we have funds that are designated for specific purposes. Additionally, the SMC foundation donors often request that their donations be used for specific purposes. Bea suggested creating a work group of Department Chairs and senior administrators to find solutions to funding students for these purposes. Bea asked if Mike or Esau could chair the meeting. Mike offered.
  - xvii. Esau mentioned that the safety protocols are necessary, in response to Alex's previous statement of finding these superfluous, we do not want to be potentially held liable for failing to implement safety plans and protocols. Bea pointed out that perhaps in the case of Alex's examples it would be sufficient to submit once a semester, and not prior to each activity that may involve risk.
- b. AR 5422 Campus Events by St Org's and Clubs
    - i. Bea asked Mike for an update on this AR. Mike responded that this AR is going to go to the two presidents. Bea asked for the reason in writing so that it not go through more delays. As understood, AR needs to refer to AR 3900 which has not been approved.

#### **IV. Goals and Objectives: 2021-2022**

- a. Prioritizing Goals 21-22
  - i. Bea went over the priorities of 21-22.
  - ii. Esau proposed that Grade Appeals be given a higher priority. We have experienced non-responsive professors, which impede the progression of the appeal process for the student.
  - iii. Bea prioritized AR's for the SAC to review during the 21-22 year with input from committee.
    - b. New AR's for SMC
      - i. Bea went over new AR's for SMC and those that were felt important by committee were included in priorities.

#### **V. Approval of Minutes: September 15, 2021**

*Motion to approve Minutes from September 15, 2021 Alicia moved, Donna seconded, (10) Yes, 1 abstention at 1:52 PM.*

#### **VI. Adjournment: 1:55 PM**

**For all documents, visit:** <http://www.smc.edu/ACG/AcademicSenate/Committees/Pages/Student-Affairs.aspx>  
**Next scheduled meeting:** October 13, 2021

Respectfully Submitted by Malin Bohman