

Santa Monica College Student Affairs Committee

Meeting Minutes

Date & Time: Wednesday, September 14, 2022
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, Alyssa Arreola (Student Representative), Tyrel Deveyra (Student Representative)
Excused/Absent: Redelia Shaw

I. Call to Order: 12:04 PM

II. Public Comments: None

III. Welcome and Introductions:

- a. Bea thanked everyone for being part of the committee, and all attendees gave brief introductions of their varied experiences at SMC.
- b. Esau emphasized to keep equity and social justice in mind when reviewing regulations. Bea stressed this has been committees goal and is especially grateful that regulations have been changing in this spirit while being guided by Title 5 and Ed Code. She thanked the committee for doing a lot of this hard work with each regulation.

IV. Action Item: Role of Student Representatives

- a. In the past our student representatives have not been part of establishing quorum. However, they have been voting members. Bea asked the committee how they preferred to maintain student representation and involvement.
- b. Discussion on Student representatives:
 - i. Esau favored maintaining student representation, including voting rights.
 - ii. Matt says students cannot be part of quorum due to senate rules.

Esau motioned to approve students as voting members, but not be part of quorum. Donna seconded, (9) Yes at 12:24.

V. Action Item: Faculty and Administration Required to Establish Quorum

- a. Mike asked if a representative (sub) can be sent in the event of scheduling conflicts.

- b. Esau wants to have the opportunity to hold off sending results of a vote to the Senate until the committee has had time to review in case a sub is not permitted.
- c. Bea says the committee normally moves together to reach consensus and regulations are reviewed normally over several meetings. She only remembers one time in the past where a voting member voted “No” not due to the changes in the regulation but to technical implications.
- d. Mike mentions this has been allowed at DPAC so he was asking for clarification.

Matt motioned to approve only Faculty and Administration count toward a quorum. Need at least 5 members w/2 Administrators, no representatives allowed. Mike seconded, (9) yes at 12:35pm.

VI. Updates:

- a. AR 4225, Credit Course Repetition. Passed, signed, in practice since Summer 2022
- b. AR 4100, Graduation Requirements. Passed signed, in practice since Summer 2022
 - i. There were not too many major changes, except for removing the 50% unit major requirement at SMC as well as associate/bachelor degree holders waiving the English and math course evaluations.
- c. AR 5070 Attendance. Finalized, will be presented to the Academic Senate Executive Committee.
 - i. Distance Education gave feedback for title and language in regulation.
 - ii. Bea briefly summarized feedback received by the DE committee concerning the use of “substantive contact” in distance education classes, versus “effective contact”. The SAC kept the language of “substantive contact”. However, the Academic Senate Exec may modify this.
 - iii. Bea wanted the committee to look at this AR before it is presented to Exec, in case anyone wanted to make changes since we hadn’t looked at it since May. Any questions or concerns, please let Bea know.

VII. Action Item: Old Business

- a. AR 5075, Course Add, Drops & Withdrawal. Title 5 language changes passed in January by the California Community Colleges Board of Governors regarding EW and Pass/No Pass grading options. Since Spring of 2020 a lot of changes were made due to the pandemic. This is critical for students, faculty and especially counselors. There is a lot of confusion about timelines, exceptions and the appeal/petition process and timeline.
- b. The committee delved into a few ancillary points prior to discussing AR 5075:
 - a. Esau wants to talk about priorities before editing regulations.
 - b. Bea mentioned there are over 20 regulations that have to be updated, more like 30. This is why the order has been switched. There are still a few that were started last year that need to be completed.
 - c. Esau thanks Bea for highlighting that there is a lot of work for the committee to do. Priority for Board of Trustees and Senior Staff is to address and attempt to remove any enrollment barriers,

including for High School concurrent enrollment students. This may be the saving grace for the college's declining enrollment.

- d. Esau touched on some of the barriers concurrent enrollment students face when trying to enroll.
 - e. Bea offered to prepare templates for administrative regulations to be revised using the updated information from the League. The committee could get back to the items later. Esau advocated for the Committee to spend less time on procedures embedded in AR's and focus on the regulation itself. This would allow the Committee to focus more on updates. Agreed to remove the procedure like language and spend more time updating. Esau says he and Teresita will send revisions for the HS Concurrent Enrollment AR and the committee can review.
 - f. Alicia commented that she understands procedures often change but many of the procedures are inequitable. The committee should identify these inequities and adjust to make procedures transparent and clear so students can easily navigate through processes and avoid the multiple barriers that exist in many procedures throughout campus. Esau suggested that the Committee delineate what it perceives these inequities to be and provide them to the administrator responsible for enacting the revised administrative regulation so they can then revise procedures accordingly.
 - g. Bea offered comments on Academic Renewal and the need to complete 12 units with a grade of C or better. Bea stated a member of Admissions informed that P/NP grades could not be used as part of the 12 units to meet the 2.0 GPA required for Academic Renewal. Esau confirms this is incorrect information, P/NP grading can be used since the P is considered part of the cumulative units. This will be a simple conversation with the Admissions staff member for clarification.
 - h. Bea agreed to bring up AR prioritization at the next meeting, giving committee members homework to review the list of ARs in need of revision.
- c. Moving on to the discussion on AR 5075:
- a. Bea noted the EW affects probation, dismissals, and Financial Aid. There were so many changes to Title 5 that the college community should be informed and change the regulation so there are not so many barriers. The AR should be expanded to include the language "extraordinary conditions" (i.e., the pandemic) and "extenuating circumstances", beyond the student's control (i.e., accident, death, change in job, etc).
 - b. It was agreed that the conversation on "Class Swaps" would be restarted since so much time had passed since the last conversation and it would be hard to remember what had been previously discussed.
 - c. With respect to withdrawals, and as called for in the revisions of Title 5, Esau asked what an "intervention" would look like in regard to the language in the AR. Bea says this would be a Counseling department task, however, it has not been brought to Counseling for action, since this is part of the regulation itself.
 - d. Esau feels there are departmental inequities. Most of the AR's affect Admissions. With the personnel shortage in the department, it is difficult to address many of the changes. Therefore, Esau would like to remove the procedural language from the AR's. Admissions is identifying

ways to remove barriers; staff are contributing ideas on how this can be done. Esau has identified technical barriers associated with WebISIS. Feels there is a disconnect when it comes to the expectation of Admissions from the committee. The committee does not regularly review ARs that impact on other departments. Bea agrees that we all need to work together. Donna says it will help to have conversations, respect boundaries, share thoughts and ideas on how things should be done.

- e. Bea asked if the Late Add/Withdrawals are still in effect. Esau confirmed they are and explained the three types of add codes that professors use. Donna asks about reinstatement codes and when they should be used. Esau responds, the reinstatement code should only be used if a student was previously enrolled in the class.
- f. Alicia stated Title 5 section 55024 (Withdrawals from Credit Courses) has no mention of Late Withdrawal, EW is the language being used. Says the committee should refrain from using Late Withdrawal language.
- g. It is mentioned that Santa Barbara Community College is allowing student to swap classes up until the 4th week of the semester. Bea says this can be complicated. Esau is not in favor of class swaps because it raises a lot of issues with attendance and enrollment reporting, including potential audit findings. Donna talks about students swapping the same course with the same instructor, different modality, says this can be in the best interest of the student. Esau thinks this should only be done on a case-by-case basis. Esau further explained that if deadlines have arrived, a class swap would incur fees regardless of the section number, class or modality and a student would be dropped for non-payment. Alicia was concerned this procedure has caused student to pay for a class many times over, due to adding and dropping multiple times. She also said it affects probation and dismissal calculations.
- h. Bea says the issue is with the implications of a “W” and fees, there should be some exceptions. James didn’t realize that students may have to pay twice and would love for that not to happen. Feels it is an equity issue of students being able to afford paying twice for the class. Bea asks if the committee wanted to keep this section in the AR or remove it.
- i. Alicia shares what the Santa Barbara Community College AR, regarding Adds/Drops/Late Withdrawals, approved in 2018 reads. Feels Santa Monica College procedures will continue to impact retention and the committee should think about this.

VIII. Homework

- a. Bea asks members to look over the list of outstanding AR’s and individually prioritize. Then bring their list back to the committee.

IX. Announcements: None

X. Adjournment: 2:03 pm

For all documents, visit: <http://www.smc.edu/ACG/AcademicSenate/Committees/Pages/Student-Affairs.aspx>

Next scheduled meeting: September 28, 2022

Respectfully Submitted by Ma’isha Reid