

Santa Monica College Student Affairs Committee

Meeting Minutes

Date & Time:	Wednesday, September 28, 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)
Excused/Absent:	Redelia Shaw, Tyrel Deveyra (Student Representative)

I. Call to Order: 12:07 PM

II. Public Comments: None

III. Approval of Minutes: May 11, 2022 and May 25, 2022

- a. Esau motioned to approve the minutes from May 11, 2022. Donna seconded. (7) yes
- b. Matt motioned to approve the minutes from May 25, 2022. Alicia seconded. (7) yes

IV. Action Item: Old Business

- a. AR 5070 Attendance. The AR was presented to Exec and feedback was highlighted in regulation. There was a question asking what are the roles and regulations prescribed by the Board of Governors, and are they different from our College?
- b. Faculty is confused about keeping attendance records. Exec questions if there are any rules from the Board of Governors that dictate how faculty should keep attendance. Esau states the language stems from years ago when faculty was required to maintain attendance records. The language has not been updated (in the AR or in Title 5), but faculty is no longer required to mark students' attendance for enrollment reporting purposes. Many non-credit and positive attendance classes are required to record attendance for apportionment and audit purposes. Instructors should maintain their own attendance log with the date when the student completed the TBA hours. Instructors teaching non-credit courses should track the time students arrived and left the class. This is reported on an hourly basis.
- c. Bea says Exec questioned if instructors should clear rosters even after census if the student is no longer attending. Some instructors have been told to drop students and some instructors have been told not to drop students, which then causes some students to get substandard grades. There was discussion on why students must attend all sessions of the class during the first week. Why is it the first week? Students may have extenuating circumstances that may be accepted at the instructor's discretion. Is this something that should be changed? Should there be a wider discussion? Should

this language be reviewed by a different committee? Exec believes extenuating circumstances to be things out of the student's control. Esau disagreed that instructors should not drop students past census. Instructors should continue to manage their class enrollment and drop students if they have exceeded the number of absences permitted as written on the syllabus. With respect to dropping nonattending students on the first week, it is unclear exactly as to when this policy came into place, but Esau suggests it was probably the result of heavy enrollment in years past when there weren't enough seats available to enroll every wanting student. This became an enrollment management strategy. However, there is no Title 5 or Education Code language that requires attendance in the first week of classes that we are aware of. After census, instructors should still monitor and drop students who have stopped attending. Bea asked faculty members how they felt about this. James says he will drop students in the first week if there has been no contact, especially if they do not attend both classes. Donna does the same as James. There may be various reasons a student is unable to attend. Donna focuses on participation and does not drop until she must. Matt has a similar policy, looking for participation and will drop closer to census if no assignments/quizzes have been completed. Bea asks Alyssa how she feels about this as a student. Alyssa says this recently happened to her, but she was in contact with the instructor and the instructor was forgiving. She feels like it's good for an instructor to be forgiving because most students want to succeed and learn from instructors.

- d. Bea acknowledges that there are so many things that can happen with students. Asks what the committee would like to do, go through the entire regulation or put it on pause? Donna and Esau would like to review the sections in question. Esau asks does attendance mean attendance as in "present, I'm here" or as in "enrollment." He is unsure what the definition of Attendance Records means. There is clarification that Attendance Records is the language used in Title 5. James questioned if faculty is required to keep attendance records prior to census? Bea understands this to be correct. Esau doesn't understand how an instructor can grade without knowing who is enrolled in the class. Are instructors going by a Pass/Fail on an exam, or are they making their own policies (i.e., you missed 3 classes, so your grade is lowered by one grade.) That is contrary to Ed code since attendance is not required for most credit classes, but participation is. James says participation is not defined by attendance, but instructors are supposed to retain attendance records. Bea states this same discussion came up in the Academic Senate, faculty do not take attendance and do not want to be questioned about attendance records. Donna takes attendance the first week to determine if students can be added. She does not take attendance after that time but does keep track of who is active or participating. James believes this to be contradictory; however, Bea clarifies that this is prior to Census. Alicia asks if census dates should be defined or is it evident depending on the class length? Also wanted confirmation on one or two census dates. Esau confirmed that there is one census date for credit classes and some non-credit classes have 2 census dates, one at the 20% and one at the 60% just depends on the methodology.

- e. The 20% census reporting needs to be defined for faculty and students; the language should be updated to read “Census occurs at 20% of the class.” For semester long classes, the census date is on the Monday of the third week unless there is holiday, then it will be on that Tuesday. Bea asks for clarification on the refund deadline, Esau confirms the refund deadline is at the 10% of the class. The class roster in mProfessor will have the census date and there is also a reminder to the instructor in the portal. Bea asks if faculty has the ability to drop a student during the first week to allow for a refund. Esau notes that instructors can drop at any point up to 75% of the class length.
- f. Committee feels there should be language regarding attendance and participation that is clear to everyone. Esau feels the language is ambiguous. Bea asked instructional faculty how they felt the language should be worded. The current language reads “Student shall be dropped if no longer participating except if there are extenuating circumstances. Excessive unexcused absences must relate to nonattendance.” James questions “excessive unexcused absences”, what is the definition? Should that language be added? Esau states the language should be left alone because this is a Title 5 requirement. Bea also stated Exec preferred to keep Title 5 language. Excessive absences enter the post census reporting period. Esau says that after the census date, the withdrawal period is entered, and a student can be dropped for nonattendance. Esau believes if the definition is changed, this would be encouraging for instructors to drop more students if they stop attending. Esau would like to limit the scope of the definition to remove anything regarding participation and clarify in the Withdrawal section of the AR. “Census Reporting” is changed to “Clearing Rosters at Census” Drop date is referred to as “W” date and is discussed later in the AR.
- g. James and Donna question “officially withdrawn.” Esau answers this is just defining who is a nonattending student. The definition of inactive enrollment per Title 5 constitutes (1) Identified as no show, (2) Officially withdrawn, (3) Dropped from course due to excessive absences. James asks if these changes in language regarding substantive interaction are allowed in accordance with Title 5, are there any guidelines that need to be followed. Esau says this particular section of Title 5 is silent on that aspect probably due to being created in 1982, and then slightly revised in 1993 and 2006. Online classes are prominent at this point and the revisions just haven’t kept up.
- h. Another question is regarding shorter classes and how census is calculated. If a class is less than 10 weeks, the date would not be on the third Monday. This is where the daily census is used. Bea asked if there is any language in Title 5 that references shorter classes. Esau states that normal census procedures do not apply to classes that are shorter than 10 weeks, according to Title 5. 8-week classes use the daily census procedure (generally). These classes will have a unique census date at the 20% of the class length.

V. Action Item: Prioritizing AR’s

- a. Bea understands this is very overwhelming since there are a lot to get through.

- b. Bea thinks the committee should definitely tackle the EW because it's really impacting students. Due to COVID, students can/could have petitioned. The petition asks for the last date of attendance and goes back to the participation discussion and if the student completed any work after the 60th percentile for financial aid purposes. Bea proposes an FW grading option, this is to be continued...

VI. Announcements: None

VII. Adjournment: 2:10 p.m.

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

Next scheduled meeting: October 12, 2022

Respectfully Submitted by Ma'isha Reid