**Joint Academic Senate
Student Affairs Committee**

**Santa Monica College**

**Agenda**

**March 10, 2015**

1. Public Comments
2. Approval of Minutes
3. Chair’s Report
	1. Academic Senate Exec and Curriculum Committee
4. Old Business

	1. Proposed AR 4356: Number of Degrees and Certificates Awarded to a Student
5. New Business
	1. AR 4313 Grade Appeal revision
	2. Spring 2015 plans
6. Announcements

**COMMITTEE MEMBERSHIP**

Karen Legg

Chair

Counseling Department

Esau Tovar

Vice Chair

Interim Dean, Enrollment Services

310-434-4012

**Members**

Sara Boosheri

Professor, Mathematics

Laurie Guglielmo

Chair, Counseling Department

Deyna Hearn

Dean, Student Life

Denise Kinsella

Associate Dean, IEC

Lucy Kluckhohn-Jones

Professor, Microbiology

Alicia Villalpando

Counselor, Transfer Center

**Student Representatives**

Caitlin Corker

**Interested Parties (non-voting)**

Benny Blaydes

Counselor, Associated Students

Gail Fukuhara

Counselor, International Counseling Center

Nathalie Laille

Counselor, Disabled Students Center

Annmarie Leahy

Recording Secretary

Maribel Lopez

Professor, Mathematics

**Spring 2015 Meetings**

2:00 – 3:45 p.m.

March 10 (Counseling 124), March 24 (TBD)

April 7 (TBD), April 28 (Library 275)

May 12 (Library Conference Room)

May 26 (Library 275)

Student Affairs Committee

Minutes Tuesday, November 25, 2014

**Attendees:** Karen Legg - Chair, Esau Tovar - Vice Chair, Lucy Kluckhohn-Jones, Laurie Guglielmo, Deyna Hearn, Denise Kinsella, Caitlin Corker (Student Rep).

**Excused/Absent:** Shannon Herbert, Gail Fukuhara, Benny Blaydes, Nathalie Laille, Alicia Villalpando, Sara Boosheri, Jeffrey Lewis (Student Rep), Diana Guiterrez (Student Rep).

**Agenda**

1. Call to order 2:15 pm

2. Motion to approve minutes from November 4, 2014 by Denise Kinsella, 2nd by Esau Tovar. The committee voted unanimously to approve the minutes as presented.

4. Old Business

a. AR 4114—Matriculation

i. This AR went through the 2nd reading in the Senate and will now be sent to the appropriate parties for signature and integration into the Board Policy Manual.

b. AR 4331—Academic Renewal

i. This AR went through the 1st reading in the Senate and the committee decided to make some minor changes to the language for clarification purposes. It is now ready to go to the Senate for a 2nd reading.

c. AR 4332—Progress Renewal

i. This AR went through the 1st reading in the Senate and the committee decided to make some minor changes to the language for clarification purposes. It is now ready to go to the Senate for a 2nd reading.

d. Proposed AR on Number of Degrees and Certificates Awarded to a student.

i. Denise mentioned that in researching what impacts International student’s financial aid she found language stating that their financial aid is affected by the completion of their program of study, which is different than the completion of a degree.

ii. Karen reported that Steve Myrow had stated that students can ~~fill out a petition~~ appeal to extend their financial aid should they be granted a degree prior to completing their desired education goal (e.g. transfer requirements). Steve had also mentioned that it would be optimal for degrees to be granted upon the completion of the Spring and Fall semesters. Mid-semester degree granting would not be a preferred practice.

iii. This AR will go to the Senate Executive Committee for review/comment.

5. New Business

1. Spring 2015 plans
2. The committee discussed which ARs should be reviewed in the Spring.
3. Laurie informed the committee that department chairs have now discussed current wait pool and wait list procedures with their departments.  There is consensus that the departments would like to see more concrete procedures listed in the relevant A&RS, regarding following the order of the wait list when distributing add codes.
4. Departments would also like to see a reference in the relevant AR regarding the use of criteria other than ISIS enforced prerequisites when distributing add codes.  Title 5 prohibits the use of criteria other than validated course prerequisites for the purpose of granting add codes.
5. Other ARs that were mentioned for possible review in the spring were related to: Code of Academic Conduct, Rules for Student Conduct, Computer Usage, Student Bill of Rights, Records Retention Policy, and Grade Appeals
6. Esau suggested the committee look through the ARs to see the last date of review to assess if we wanted to add any additional ARs.

6. Meeting Adjourned at 3:30pm

Respectfully submitted by Ann Marie Leahy

AR 4356 Number of Degrees and Certificates Awarded to a Student (NEW AR)

**Rationale for New Administrative Regulation:**

Santa Monica College has had a practice of limiting the number of degrees awarded to individual students to two (2). However, this practice is not based on official college policy, Education Code, or Title 5 regulations. Neither Ed Code nor Title 5 impose any limitations on the number of degrees awarded. In fact, Title 5, Section 55603 stipulates “The governing board of a community college district **shall confer** the associate degree upon a student…” when he/she has met the relevant requirements. The Student Affairs Committee, at the request of Enrollment Services, is proposing a new administrative regulation to clarify that students may be awarded any degree/certificate they earn. Given a legal opinion issued by the Chancellor’s Office stating that colleges have an obligation to award a degree/certificate once the student finishes all requirements, the administrative regulation directs the Admissions and Records Office to establish a process by which we notify students of our “intent to award.”

While the regulation is meant to guide Admissions and Records personnel (i.e., evaluators) and counselors, its adoption will also support the promotion of our college completion agenda as noted in our annual Institutional Effectiveness Dashboard. Our research shows that approximately 780 students who attended SMC in summer 2013, fall 2013, spring 2014, or summer 2014 had been eligible to receive at least one degree/certificate based on only SMC coursework, yet they did not petition for it. An additional 700+ students were also eligible when combining coursework from other institutions. These numbers are on top of the degrees/certificates awarded by direct student petition. Although students may have a variety of reasons for not seeking/applying for a degree/certificate, we find that many students are simply not aware of their eligibility. In institutionalizing the proposed administrative regulation, we anticipate reaching out to these students, as well as those close to finishing to encourage them to complete any remaining courses.

At a national level, public policy advocates, governmental agencies, and academic researchers have issued calls for greater attention to the shortage of individuals with a college credential (e.g., degree, certificate) who are needed to meet the needs of an expanding knowledge-based national and international economy. It has been noted that without a significant increase in degree attainment, the United States will experience a shortage of approximately 16 million degrees of the number required to meet the country’s workforce needs of 2025. If the United States is to reach what the Lumina Foundation has termed "the big goal"(Lumina Foundation for Education, 2010), that is, to increase to 60% the number of adults possessing a postsecondary certificate or degree, colleges and universities must improve college outcomes. Specifically, they must find ways to ensure that every adult attending college leave our institutions with a quality credential that will enable him/her to compete in today's economy.

AR 4356 Number of Degrees and Certificates Awarded to a Student (NEW AR)

Santa Monica College may award an Associate Degree, Certificate of Achievement, or Department Certificate to a student upon completion of all required coursework and scholarship requirements as noted in Administrative Regulations 4350 (Graduation Requirements), 4354 (Career and Department Certificates of Completion), 4354.1 (IGETC Certificate of Achievement), and 4354.2 (CSUGE Certificate of Achievement).

The College is authorized under California Code of Regulations Title 5, Section 55063 and 55072, to confer upon a student a degree/certificate without requiring the student to first petition for conferral. The Admissions and Records Office shall establish a procedure by which it notifies potential awardees of its intent to confer the degree/certificate and avail them with the opportunity for postponement by a specific deadline.

There shall be no limitation imposed by the College upon the maximum number of degrees and/or certificates that may be awarded for any given student.

Created: 11/25/14

Authority cited: Title 5, Section 55063, 55072



**5 CCR § 55063**

**§ 55063. Minimum Requirements for the Associate Degree.**

The governing board of a community college district shall confer the associate degree upon a student who has demonstrated competence in reading, in written expression, and in mathematics, and who has satisfactorily completed at least 60 semester units or 90 quarter units of degree-applicable credit course work (as defined in section 55002(a)) which falls into the categories described in section 55062. A college may also accept toward satisfaction of this requirement courses that were not completed at a California community college that would reasonably be expected to meet or exceed the standards of section 55002(a).

Effective for all students admitted to a community college for the Fall 2009 term or any term thereafter, competence in written expression shall be demonstrated by obtaining a satisfactory grade in an English course at the level of the course typically known as Freshman Composition (either Freshman Composition or another English course at the same level and with the same rigor, approved locally) or by completing an assessment conducted pursuant to subchapter 6 of this chapter (commencing with section 55500) and achieving a score determined to be comparable to satisfactory completion of the specified English course. Satisfactory completion of an English course at the level of Freshman Composition shall satisfy both this competency requirement and the coursework requirement set forth in subdivision (b)(1)(D)(i) of this section.

Effective for all students admitted to a community college for the Fall 2009 term or any term thereafter, competence in mathematics shall be demonstrated by obtaining a satisfactory grade in a mathematics course at the level of the course typically known as Intermediate Algebra (either Intermediate Algebra or another mathematics course at the same level, with the same rigor and with Elementary Algebra as a prerequisite, approved locally) or by completing an assessment conducted pursuant to subchapter 6 of this chapter (commencing with section 55500) and achieving a score determined to be comparable to satisfactory completion of the specified mathematics course. Satisfactory completion of a mathematics course at the level of Intermediate Algebra shall satisfy both this competency requirement and the coursework requirement set forth in subdivision (b)(1)(D)(ii) of this section.

The competency requirements for written expression and mathematics may also be met by obtaining a satisfactory grade in courses in English and mathematics taught in or on behalf of other departments and which, as determined by the local governing board, require entrance skills at a level equivalent to those necessary for Freshman Composition and Intermediate Algebra respectively. Requirements for demonstrating competency in reading shall be locally determined.

The required 60 semester or 90 quarter units of course work must be fulfilled in a curriculum accepted toward the degree by a college within the district (as shown in its catalog). It must include at least 18 semester or 27 quarter units in general education and at least 18 semester or 27 quarter units in a major or area of emphasis as prescribed in this section. Of the total required units, at least 12 semester or 18 quarter units must be completed in residence at the college granting the degree. Exceptions to residence requirements for the associate degree may be made by the governing board when it determines that an injustice or undue hardship would be placed on the student.

(a) Requirements for a major or area of emphasis.

(1) At least 18 semester or 27 quarter units of study must be taken in a single discipline or related disciplines, as listed in the community colleges “Taxonomy of Programs,” or in an area of emphasis involving lower division coursework which prepares students for a field of study or for a specific major at the University of California or the California State University.

(2) Effective for all students admitted to a community college for the Fall 2009 term or any term thereafter, each course counted toward the unit requirement of this subdivision must be completed with a grade of C or better or a “P” if the course is taken on a “pass-no pass” basis.

(b) General Education Requirements.

(1) Students receiving an associate degree shall complete a minimum of 18 semester or 27 quarter units of general education coursework which includes a minimum of three semester or four quarter units in each of the areas specified in paragraphs (A), (B) and (C) and the same minimum in each part of paragraph (D). The remainder of the unit requirement is also to be selected from among these four divisions of learning or as determined by local option:

(A) Natural Sciences. Courses in the natural sciences are those which examine the physical universe, its life forms, and its natural phenomena. To satisfy the general education requirement in natural sciences, a course shall be designed to help the student develop an appreciation and understanding of the scientific method, and encourage an understanding of the relationships between science and other human activities. This category would include introductory or integrative courses in astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physical geography, physical anthropology, physics and other scientific disciplines.

(B) Social and Behavioral Sciences. Courses in the social and behavioral sciences are those which focus on people as members of society. To satisfy the general education requirement in social and behavioral sciences, a course shall be designed to develop an awareness of the method of inquiry used by the social and behavioral sciences. It shall be designed to stimulate critical thinking about the ways people act and have acted in response to their societies and should promote appreciation of how societies and social subgroups operate. This category would include introductory or integrative survey courses in cultural anthropology, cultural geography, economics, history, political science, psychology, sociology and related disciplines.

(C) Humanities. Courses in the humanities are those which study the cultural activities and artistic expressions of human beings. To satisfy the general education requirement in the humanities, a course shall be designed to help the student develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and help the student develop aesthetic understanding and an ability to make value judgments. Such courses could include introductory or integrative courses in the arts, foreign languages, literature, philosophy, and religion.

(D) Language and Rationality. Courses in language and rationality are those which develop for the student the principles and applications of language toward logical thought, clear and precise expression and critical evaluation of communication in whatever symbol system the student uses. Such courses include:

(i) English Composition. Courses fulfilling the written composition requirement shall be designed to include both expository and argumentative writing.

(ii) Communication and Analytical Thinking. Courses fulfilling the communication and analytical thinking requirement include oral communication, mathematics, logic, statistics, computer languages and programming, and related disciplines.

(2) Ethnic Studies will be offered in at least one of the areas required by subdivision (1).

(c) While a course might satisfy more than one general education requirement, it may not be counted more than once for these purposes. A course may be used to satisfy both a general education requirement and a major or area of emphasis requirement. Whether it may be counted again for a different degree requirement is a matter for each college to determine. Students may use the same course to meet a general education requirement for the associate degree and to partially satisfy a general education requirement at the California State University, if such course is accepted by that system to satisfy a general education requirement.

(d) For the purpose of this section, “satisfactorily completed” means either credit earned on a “pass-no pass” basis or a grade point average of 2.0 or better in community college credit courses in the curriculum upon which the degree is based.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

HISTORY

1. New section filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).

2. Amendment and redesignation of former subsection (b)(3) as subsection (b)(2) filed 5-16-2008; operative 6-15-2008. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2008, No. 21).

This database is current through 10/17/14 Register 2014, No. 42

5 CCR § 55063, 5 CA ADC § 55063

5 CCR § 55072

§ 55072. Award of Certificates.

The governing board, or its designee, shall award the appropriate certificate to any student who has completed the prescribed curriculum leading to that certificate as approved pursuant to section 55070.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

**HISTORY**

1. New section filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).

This database is current through 2/20/15 Register 2015, No. 8

5 CCR § 55072, [Previous Term](https://govt.westlaw.com/calregs/Document/IC0F6B9A0D48411DEBC02831C6D6C108E?contextData=(sc.Search)&rank=1&originationContext=Search+Result&navigationPath=Search%2fv3%2fsearch%2fresults%2fnavigation%2fi0ad70f700000014be0a99591f4fdb166%3fstartIndex%3d1%26Nav%3dREGULATION_PUBLICVIEW%26contextData%3d(sc.Default)&list=REGULATION_PUBLICVIEW&transitionType=SearchItem&listSource=Search&viewType=FullText&t_T1=5&t_T2=55072&t_S1=CA+ADC+s#termNavTop)**5** **CA** **ADC** **§** **55072**[Next Term](https://govt.westlaw.com/calregs/Document/IC0F6B9A0D48411DEBC02831C6D6C108E?contextData=(sc.Search)&rank=1&originationContext=Search+Result&navigationPath=Search%2fv3%2fsearch%2fresults%2fnavigation%2fi0ad70f700000014be0a99591f4fdb166%3fstartIndex%3d1%26Nav%3dREGULATION_PUBLICVIEW%26contextData%3d(sc.Default)&list=REGULATION_PUBLICVIEW&transitionType=SearchItem&listSource=Search&viewType=FullText&t_T1=5&t_T2=55072&t_S1=CA+ADC+s#termNavBottom)