

Santa Monica College Student Affairs Committee

Meeting Minutes

| | |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date & Time: | Wednesday, February 28th, 2024 – 12pm |
| Location: | Student Services Building, Room S223 |
| Chairs: | Beatriz Magallon (Chair), Esau Tovar (Vice Chair) |
| Attendees: | Beatriz Magallon, Esau Tovar, Thomas Bui, Nancy Cardenas, Donna Davis-King, Press Nicolov, Sharyn Obsatz, James Thing, Alicia Villalpando, Esmeralda Hernandez (Student Rep), Justin Liu (Student Rep) |
| Guests: | |
| Excused/Absent: | |

I. Call to Order: 12:10 PM

II. Public Comments:

Bea welcomed the Student Affairs Committee back to the first session of the year!

III. Approval of Minutes:

- a. **Motion to approve previous Minutes of November 29th, 2023. James Thing moved to approve, Esau Tovar seconded, (9) Aye, (0) No, (0) Abstain. Unanimous. At 12:15 PM, February 28th, 2024.**

IV. Updates and Old Business:

a. Updates on 4100.5 Transfer Credits from Non-U.S. Institutions (new AR#)

- i. Bea stated that there was concern from some counselors with the AR around the language regarding foreign course work being added to SMC transcript and that this new language not in any other regulation. Esau expressed surprise at this given the fact that accepted foreign coursework credits have been added to transcripts for over 20 years (at the very least). The recent addition of language in the AR, which the Committee approved, was done in an attempt to be transparent on which credits/units constitute a specific “total” on the transcript.

The Committee then decided to retool the language found in the AR surrounding foreign transfer units and settled on the revisions to language in regulation. Committee decided that since only the course credits used to satisfy requirements would be annotated and not all units taken at non-U.S. institutions. The following language was agreed to: “Only course units approved by the department and processed by Admissions and Records will be reflected in the SMC “Cumulative Total” units, “Combined Degree Total” units, and “Non-SMC Total” units on the SMC Transcript.” Bea stated that this AR and others that the Committee had previously worked on, would move forward to Academic Senate for Tuesday meeting on March 5th.

Motion to approve 4100.5 Transfer Credits from Non-U.S. Institutions: Alicia Villalpando moved, Sharyn Obsatz seconded, (10) Yes, (0) No, (0) Abstain. Unanimous at 12:35 pm.

V. New Business:

a. AR 5040.1 Compliance with Family Educational Rights and Privacy Act (FERPA)

i. Access to Student Records for Immigration Enforcement Purposes

Bea read the subsection in its entirety to the Committee. The Committee then added the following to subparagraph three: "Advise all students. Faculty, and staff must notify campus police immediately, if they are advised that an immigration officer is expected to enter, will enter, or is expected to enter campus to execute a federal immigration order. It is the role of campus police, not the faculty, staff or student, to interact with immigration officer. See AR 5017 for additional information", and "Contact the Dean of Enrollment Services or designee to respond to a request for student records." With additional minor edits, Bea continued to read through the AR. Sharyn requested more training on appropriate protocol when dealing with law enforcement with regards to students in their classrooms.

ii. Record of Requests for Disclosure

Bea continued to read through the subsection, "Record of Requests for Disclosure" to the Committee. After deliberation, the Committee excised the last half of the second section paragraph. Per Esau, Congress mandates that colleges receiving Title IV (and other federal) funding provide student recruitment data to military recruiters, and that information extends beyond directory information.

iii. Directory Information

Bea read through the "Directory Information" subsection in its entirety to the Committee. Bea questioned if this information needed to be included in this section as it was personal information. Some of this FERPA information had been included and broken up into others sections already. With a few minor edits, Bea continued reading through subsection. The Committee endeavored to make the language in this section more gender neutral. In response to discussions surrounding student's personal information, Esau stated that roughly 60% of the student population marks the "opt out" option of their student record directory information.

iv. Subpoenas/Court Orders

Continuing on with the subsection "Subpoenas/Court Orders", Esau stated that the language needed refining. After deliberation, the Committee settled on the following language, "Any office receiving subpoenas or court orders for student records should forward them to Admissions and Records for review and processing Per Title 5, Sections 76243-76245. Subpoenas or court orders for mental health records must be directed to the Center for Wellness and Wellbeing. The written policy shall be approved by the FERPA Compliance Officer. Any out of the ordinary subpoenas or court orders for student records shall be referred to Campus Counsel for review prior to release of the records." The Committee then proceeded to read through more of the AR.

v. **Training for Employees**

Continuing with the subsection, "Training for Employees", Bea continued to read through the AR. A sentence was excised from this subsection. Upon completing the AR, Bea asked the Committee if a member wanted to make a motion to approve.

Motion to approve AR 5040.1 Compliance with FERPA: Sharyn moved, Donna seconded, (11) Yes, (0) No, (0) Abstain. Unanimous at 1:21 pm.

b. **AR 5530 Student Rights and Grievances (New AR)**

- i. Esau stated that he spoke with Mike and Teresita after meeting with the accreditation visiting team. The accreditation visiting team requested a specific meeting around student grievance procedures and complaints and how they are handled formally as well as informally. Esau then explained to the Committee how his version of AR 5530, which he had worked on prior to the Committee meeting, differs significantly from the one that was presently before the Committee. Bea explained that the current version of the document is the Leagues template pieced together with other similar regulation from Glendale College and Santa Barbara City College. Esau stated that due to lack of participation of faculty and/or students in various committees due to unresponsiveness or unavailability, having a grievance process where a committee of some type would make decisions on student complaints inevitably delay resolution. Esau cited, for example, that it can take 4-8 months for a grade appeal to be solved, especially if a hearing must be held. Esau stated that the proposed regulation would have the Vice President of the area make the decision. Bea noted that faculty would have a concern if only a single person (such as the Vice President of a service/area) would be the only individual dealing with the formal grievance. Bea then informed the Committee that other related Student Conduct and Student Discipline regulations have not been revised in over 15 years (not too sure how many) and were also a priority for this semester. With similar concerns in those regulations and with feedback already from Lina and Greg, Bea informed the Committee that a handful of related Academic Regulations: AR 4405 Student Bill of Rights, AR 4410 Standards of Student Conduct (new AR#5500), AR 4411 Code of Academic Conduct, AR 4412 Honor Code/Honor Council, AR 5520 Student Disciplinary Procedures need to be addressed as they intertwine with AR 5530 substantially.

Given the need to address 3 additional Ars: Standards of Student Conduct, Code of Academic Conduct, Honor Code/Honor Council and Student Discipline Procedures, plus the Student Bill of Rights, the Committee decided to forego work on AR 5530 prior to addressing the other ARs. Bea requested that the Committee review AR 5530 and associated documents that will be on agenda prior to reconvening. Esau mentioned that Bob Myers would need to review Student Bill of Rights.

VI. Announcements:

VII. Adjournment: 2:00 PM

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

Next scheduled meeting: Wednesday - March 13th, 2024 at Noon

Respectfully Submitted by Jackson Edwards