

Santa Monica College Student Affairs Committee

Meeting Minutes

Date & Time: Wednesday, September 27th, 2023

Location: SCC 222

Chairs: Beatriz Magallon (Chair), Esau Tovar (Vice Chair)

Attendees: Beatriz Magallon, Esau Tovar, Donna Davis-King, Matt Musselman, James Thing, Thomas Bui, Nancy Cardenas, Sharyn Obsatz, Justin Lui (Student Rep)

Guests: Alicia Villalpando (Interested Party)

Excused/Absent: Press Nicolov, Esmerelda Hernandez (Student Rep)

I. **Call to Order:** 12:04 PM

II. **Public Comments:**

Approval of Zoom Participation:

Motion to approve Donna-Davis King's participation via Zoom due to Emergency Reasons. Thomas Bui moved to approve, James Thing seconded, (8) Aye, (0) No, (0) Abstain. Unanimous at 12:06 pm.

Motion to approve Matt Musselman's participation via Zoom due to Emergency Reasons. Thomas Bui moved to approve, Sharyn Obsatz seconded, (9) Aye, (0) No, (0) Abstain. Unanimous at 12:25 pm.

III. **Approval of Minutes:**

a. Motion to approve previous Minutes from September 13th, 2023. Esau Tovar moved to approve, Thomas Bui seconded, (8) Aye, (0) No, (0) Abstain. Unanimous at 12:08 pm.

IV. **Updates and Old Business:**

a. **Updates on Academic Regulations**

i. **Updates on AR 4250 and AR 4255**

Bea stated that both AR 4250 and AR 4255 were not presented to Academic Senate Committee for 2nd read as there was not enough time during the session due to the fact that the accreditation team was on campus, which caused a shorter meeting than normal.

ii. **Updates on AR 4100.6 and 4100.7**

Bea also stated that AR 4100.6 and 4100.7 will be going before the Executive Committee for a second read with no changes.

V. New Business:

a. Student Affairs Committee - Goals and Objectives 2023 - 2024

i. **Committee Discussion Regarding Academic Regulations Sections 4000/5000**

Bea asked the Committee members to share their thoughts on the goals and objectives for 2023-24 with regards to which Academic Regulations should receive priority attention. Sharyn recommended adding AI language to AR 4311 (Academic Dishonesty). The Committee agreed that this discussion was necessary but would require considerable attention at a later date.

Bea then suggested that the Committee focus on the specific Academic Regulations that need to be actioned every 5-6 years, based on accreditation standards, which are now overdue for revision. Bea also stated that several ARs had changed due to Title 5 changes and denoted them in a shared document containing a list of all relevant Academic Regulations. Esau recommended prioritizing ARs for which feedback was provided by relevant departments 2-3 years ago and to the FERPA AR that the SAC approved 3 years ago but was held up. Esau also stated that the Accreditation team noted that there should be a written policy and procedure for addressing formal and informal complaints. Esau then cited Los Angeles Community College as providing a good example of this type of document. Input for this procedure is now being looked into by senior staff.

Fail/Withdrawal Grade

Bea also mentioned she needed help from Esau in getting to a better way to present the “FW” grading option as a recommendation for implementation. She has tried in a very limited way to begin the dialogue with Academic Senate. Esau recommended articulating the benefits of this new grade through a Committee resolution, why the “F/W” grade is necessary, as opposed to simply an “F” grade. Bea then suggested that this grade addition idea be pitched to the Academic Senate via individual Committee members direct outreach to their respective departments and academic senators, as not enough people in Academic Senate seem to understand the necessity and benefit of the “F/W” grade. Sharyn also recommended going to Associated Students to get their input and for their bolstered support. Thomas said he could get student input. Bea also stated that this grade addition would alleviate a lot of grade change petitions that are time and resource consuming.

Introducing Justin Lui

Bea then introduced Justin Lui to the Student Affairs Committee. The Committee members went around the room and introduced themselves to Justin.

List of AR’s Not Yet Prioritized

Bea then shared a document of Academic Regulations not yet prioritized for further discussion with the Committee. Bea gave a brief history of the lifecycle of various ARs, including which ARs required only brief review or could easily be voted on with minimal to no discussion needed since we have the Leagues templates. Bea also gave comment on which ARs she believes should be actioned first given that some have not been revised since 2011. Bea also listed a handful of Academic Regulations (AR 4410 Rules for Student Conduct, AR 4411 Code of Academic Conduct, AR 4412 Honor Code/Honor Council, AR 5520 Student Discipline Procedures, AR 4405 Rights and Grievances,

and AR 4405 Student Bill of Rights) that she believes need to be among the first ARs to be prioritized.

Bea then asked the Committee how they wished to prioritize the AR document list. Esau stated that aside from the FERPA related AR, he believes that the Committee should follow historical precedent and simply move down the list—first addressing those with feedback received and then those overdue for revision. James recommended tackling the lowest hanging fruit and declutter the AR document list. Thomas stated that he believes the Committee should move down the list as per historical precedent but also agrees that the Committee should tackle low hanging fruit for at least one meeting. Matt commented that the Committee could better use its time by simply jumping into it and handling the top 10 ARs immediately; Bea agreed that the top 5 or 10 ARs should be immediately actioned. Esau then recommended reaching out to various SMC faculty members to ask what the status is on various ARs that had been previously worked on and submitted but have seemingly stalled out in the approval process and, depending on the findings, resubmitting them as needed. Thomas stated that he believes he is aware of perhaps 10 ARs that he may be able to get updates on and that he will update the Committee when he has more information. After further discussion and suggestions, Bea informed the Committee that the Academic Regulations list would be finalized as is.

b. **AR 4100.10 – Updating Diplomas, Transcripts and Other Records Based on Name or Gender Changes**

i. **Restructuring and Clarifying AR 4100.10**

Bea then brought up AR 4100.10 to discuss the language used, citing that some of the passages in the AR may be out of date due to AB 760 and requested the Committee review and reconfirm the AR. Bea cited a highlighted portion of AR 4100.10 that states, “Commencing with the 2023-24 graduating class, a graduating student my request that the District confer the diploma in the student’s chosen name. The District cannot require a graduating student to provide legal documentation to demonstrate a legal name or gender change in order to have the student’s chosen name listed on the student’s diploma.” A few Committee members explained that this passage relates only to the conferred diploma name and not their official transcript name. Bea recommended changing the AR to have one section for Reissuing Transcript and Diploma and another section for Name or Gender Changes; the Committee concurred with this suggestion. The Committee then discussed the matter of legal name and preferred name as it relates to clarity, student privacy and paragraph structure.

The Committee decided on the following opening sentence for the AR: “The District shall not charge a fee for correcting or updating a legal and/or affirmed/preferred name or gender change. The District shall reissue a transcript with the student’s updated legal name or gender provided one of the following documents is presented.” And “Issuing or Reissuing Diplomas – The District shall issue or reissue a diploma with the student’s affirmed/preferred or legal name or gender change upon request.”

Motion to approve AR 4100.10: Donna Davis-King moved, Sharyn Obsatz seconded, (9) Yes, (0) No, (0) Abstain. Unanimous at 1:35 pm.

c. **AR 4100.4 Institutional Accreditation**

- i. Bea stated that AR 4100.4 is a new Academic Regulation that originally came from AR 4350 Graduation Requirements. Bea mentioned that AR 4100.4 had previously been worked on by the Committee back in 2021 and she had noted some questions. Bea read AR 4100.4's previous notes as the Committee deliberated on what needed to be changed or updated. Regarding credit from non-regionally accredited institutions, Esau stated that Admissions and Records does not have enough Academic Evaluators to immediately action all incoming student's non-accredited course work as they enter Santa Monica College. After further deliberation regarding accredited and non-regionally accredited course work, the Committee amended the AR and settled on leaving the following language:

"Before coursework credit from a non-regionally accredited institution is annotated to the SMC transcript:

- i. The student must have earned at least 30 units from any combination of an accredited institutions and 12 of these units must be from Santa Monica College."

After a few additional minor revisions to the document, the Committee completed work on AR 4100.4.

Motion to approve AR 4100.4: James Thing moved, Esau Tovar seconded, (9) Yes, (0) No, (0) Abstain. Unanimous at 1:53 pm.

VI. Announcements:

VII. Adjournment: 1:54 pm

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

Next scheduled meeting: October 11, 2023

Respectfully Submitted by Jackson Edwards