



Student Preparation and Success Council Meeting Notes- March 5, 2007

Attendance:

- | | | | |
|--------------------------------------|------------------|-----------------|-------------------|
| ▫ Audrey Yamagata-Noji (Co-Chair) | ▫ John Heneise | ▫ Jim Ocampo | ▫ Angel Lujan |
| ▫ Michelle Grimes-Hillman (Co-Chair) | ▫ Raul Rodriguez | ▫ Dyrell Foster | ▫ Doug Hughey |
| | | | ▫ Socorro Navarro |

Absent: 1 Student Representative, & Olivia Kim

Guest: None

<u>Item</u>	<u>Agenda Topic</u>	<u>Discussion</u>	<u>Outcome</u>
1.0	Minutes of November 20, 2006		Reviewed and Approved.
2.0	<u>Sharing Information –</u> Audrey & Michelle	<p>Audrey Distributed the following information:</p> <ol style="list-style-type: none"> 1) Community College – Leader: Aligned, Targeted Services Help Minority Community College Students 2) Semester Overview-Late Adds 3) Board of Governors' Title 5 Regulations: Graduation Competency Requirements for the Associate Degree <p>Michelle mentioned that the Administrative Policies (AP) that are related to Student Preparation and Success Council will come forth for the Council for review before the AP's are forward to the Academic Senate.</p>	Informational Only
3.0	<u>Current Issues:</u>		
a.	English Placement of International Students/Transcript Evaluations – (correlation study between AWE and TOEFL)- Jim	The Matriculation Committee will meet next week to discuss this issue.	Jim will update the Council at the next meeting.
b.	Academic leave for students. – Raul	Raul distributed a proposal to the Council. Currently, only students on military leave qualify for academic leave. There is no policy for other students who have a need to withdraw and still retain catalog rights. This can be done in advance or retroactively. Council discussed the following concerns: 1) programming, clarify catalog rights, will Board of Appeals decide approval, and clarify the length of the break. The Council recommended the following: consider adding terms of clarification like: verified medical crisis, catastrophic situation, extended jury duty and need to reference the Board Policy.	Raul will incorporate the Council's recommendations, clarify the concerns, and forward the proposal to Michelle for the Academic Senate to review.



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4.0	New Issues		
a.	Excessive Absence Policy – Michelle	Michelle mentioned that faculty is able to drop students due to excessive absences. Instead of making this a college policy, look at including the faculty members' policy on absences on the course syllabus which would be at the instructors' discretion (This language is included in the college catalog.). It was mentioned that even if it is up to the faculty, there should be a "test of reasonableness" as to the number of absences that could lead to a student being dropped The Council questioned, "How is "excessive absences" defined? The Council recommended checking Title 5, Ed. Code and the attendance and Accounting Manual.	Michelle suggested that the Council develop recommended points to be added to course syllabi.
b.	Waiving Fees for High School Students – Michelle	The Council received a spreadsheet summarizing the fees being charged on campus. This summary was compiled by Audrey, presented, and approved at Leadership Council on 4/17/02. Michelle mentioned that a parent was going to the Board with a concern that Mt. SAC charges High School students and other community colleges do not (Rio Hondo, Citrus, & Chaffey) At the present time, we do not charge high school students if the class is taught at the high school. The concern is over having a standard approach for all high school students. The value in not charging students would assist them in taking enrichment classes and to be exposed to college. This makes no difference to the state – There is no cost to the college; the state considers this a local decision.	Michelle will seek feedback from faculty on this issue and update the Council at a future meeting.
c.	Priority Registration – Audrey	Audrey distributed the Board Policy to the Council. The Council's issue included: designated groups who have priority registration on day one, the point system, and maximum units. The Council also discussed the wait list and recommended that a task force be created to work on both of these issues.	The Council agreed that a task force be created between the Academic Senate and Registration Team.
d.	Student Email Policy - Jim	Jim distributed a policy that was developed through a Business Process Analysis. The statement is fairly general and doesn't require the use of Mt. Sac email for all students. The question was posed whether a student can forward Mt. SAC email addresses to their own email accounts. Michelle suggested that she would like this policy to go to the Academic Senate for review.	The Council agreed with Michelle's suggestion. She will update the Council at a future meeting.
e.	Late Adds – Audrey & Jim	The Council reviewed the forms and procedures. Michelle mentioned that she would take the revised forms and procedures to the Academic Senate meeting.	Michelle will update the Council at a future meeting.



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5.0	<u>Reports from Committees</u> <ul style="list-style-type: none">➤ Matriculation – Jim Ocampo➤ Student Equity – Carolyn Keys	No meeting No meeting	
6.0	<u>Next meeting : April 2, 2007</u>		