



STUDENT LIFE COMMITTEE

September 6, 2018

BK111/112

1:00 PM

AGENDA

1. Welcome: Introductions & Quorum Review

- *The Committee will review its membership, quorum requirements, and purpose under the Shared Governance document.*
- *See reverse for current membership*

2. Discussion: Committee Goals for 2018-2019

- *The committee will discuss and continue finalizing goals for the academic year.*
- Finalized goals (from May 2018):
 1. *In collaboration with Disabled Student Programs and Services (DSPS), assist with development and distribution on guidelines/resources on making campus events and activities universally accessible.*
 2. *Explore needs related to establishment of a cross-cultural center at Cerritos College.*
 3. *Explore strategies to increase communication for events and activities on campus.*
- Draft goals topics
 4. *Commencement goal TBD based on SWOT review.*

3. Information: Grade Grievance Procedure Revisions

- *The committee will receive an update on the pending revisions to AP 5530.*

4. Information & Discussion: Commencement 2019

- **The date for the 61st Annual Commencement Ceremony is May 24, 2019.**
- Commencement Speaker
 - i. *The committee will discuss the commencement speaker nomination process.*

5. Cerritos College Food Court & Vending Services

- *The committee and public will have the opportunity to provide feedback on food court, vending, and bookstore services.*

6. Announcements

- The members of the Student Life Committee will share updates from their respective areas
- Next Student Life Committee Meeting is Thursday, October 4, 2018 at 1:00 PM

7. Adjourn – 2:00 p.m.

STUDENT LIFE COMMITTEE 2018-2019	
Member Role	Name
Dean of Student Services	Elizabeth Miller
VP of Student Services	Kim Westby
Coord of Student Conduct	
Student Activities Coordinator	Amna Jara
ACCME rep 1	Russ May
ACCME rep 2	Debra Ward
Faculty rep 1 (instructional)	
Faculty rep 2 (student services)	Nellie Hernandez-Garcia
CSEA rep 1	Nikki Jones
CSEA rep 2	Vince Vizcarra
ASCC Director of Student Services	
ASCC student representative	
Ex-Officio	
Bookstore Manager	Brianne Freeman
Associate Dean of Student Health	Hilliary Menella
Dean of DSPS, or designee	Lucina Aborn/David Rodarte
Chief of Campus Police	Tom Gallivan
Facilities representative	Shannon Kaveney (pending new mgr)
Quorum: Fall - 6; Spring - 9	ATTENDANCE

COLLEGE COMMITTEE ON STUDENT LIFE

A. Purposes

- Develops and implements procedures for student rights and responsibilities, student grievances, and student conduct and discipline
- Promotes awareness of student events and accomplishments
- Develops and implements procedures for the commencement ceremony
- Recommends a commencement speaker to the Coordinating Committee
- Monitors trends and practices on issues within the committee's scope and communicates them to the college

B. Subcommittees

Commencement Speaker Selection Subcommittee. Additional subcommittees may be appointed as necessary.

C. Chairperson (how selected/elected)

1. The Dean of Student Services is the Chairperson.
2. It is the responsibility of the Chairperson to prepare and distribute the agenda, conduct meetings, forward recommendations to the College Coordinating Committee, and maintain the Committee website.

D. Other Officers (if any)

None

E. Membership (17 members – *revised 12/7/09*)

Dean of Student Services
Vice President of Student Services/Assistant Superintendent or designee
Coordinator of Student Judicial Affairs
Student Activities Coordinator
2 management representatives appointed by ACCME
2 faculty representatives appointed by the Faculty Senate (one instructional and one from a student services unit)
2 classified representatives appointed by CSEA
ASCC Commissioner of Student Services or designee
1 student representative appointed by ASCC

Ex-officio members: Bookstore Manager, Associate Dean of Student Health, Wellness and Veterans Services, Dean of Disabled Student Programs & Services or designee, Chief of Campus Police, and Facilities representative (all non-voting)

F. Terms of Office

1. Three-year staggered terms not to exceed two consecutive terms for appointed positions when possible. Exceptions will be considered by the College Coordinating Committee. Appointees with subject-area expertise may be requested from the representative groups.
2. The ASCC representative will serve a one-year term.

G. Quorum

The committee will review its quorum requirement at the beginning of each academic year. The current quorum requirement is 35 percent in the fall semester and 50 percent + 1 in the spring semester, both based on the total membership. All recommended revisions must be forwarded to the Coordinating Committee for review. The quorum requirement will be posted on the committee website.

H. Decision-making Process

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

I. Reporting Guidelines

All actions of the College Committee on Student Life and its subcommittees will be communicated to the College Coordinating Committee in the form of minutes, committee and subcommittee reports. The Chairperson will be responsible for maintaining relevant committee information on the website. (See [Appendix D](#), Guidelines for Committee Websites)

J. Meetings (day and time)

First Thursday of each month at 1:00 p.m.



STUDENT LIFE COMMITTEE 2017-2018
Review of AP 5530 Student Rights & Grievances
Grade Grievance Procedure Timelines

ISSUE

The current Grade Grievance Process in AP 5530 does not contain deadlines for two steps in the process, and this is a challenge in regards to timeliness of the process.

Deadlines in the existing policy are as follows:

- STEP II.2 Student must submit Grade Grievance form within 30 instructional days after the completion of the course (date of final exam) to the Office of Student Conduct & Grievances.
- STEP II.4 Division Dean must render a decision in 10 instructional days.
- STEP III If either party dissatisfied they may appeal to VP of Academic Affairs within 10 instructional days of Dean's decision.
- STEP III The VP of Academic Affairs (or designee) will render a decision in 10 instructional days.
- STEP IV If either party is dissatisfied, they may appeal to the President/Superintendent within 10 instructional days of the VP's decision.
- STEP IV The President/Superintendent will render a decision within 10 instructional days.
- STEP IV If either party is dissatisfied, they may appeal to the Board of Trustees within 10 instructional days of President/Superintendent's decision.
- STEP IV Board of Trustees may review appeal for two consecutive regular Board meeting before making a final determination.

Currently there is no deadline for Step II, parts 3 (lines 230-234) and 4 (lines 235-241):

3. The Student Conduct and Grievance Coordinator will meet with the student and review the completed Grade Grievance Form. If the student wishes to pursue the grievance, the Student Conduct and Grievance Coordinator will sign and date the Form. In the absence of the Coordinator, the Dean of Student Services will perform these duties.

4. The student will present a copy of the Grade Grievance Form to the applicable Division Dean. The Division Dean may schedule a meeting of all concerned if appropriate. The Division Dean should schedule a meeting only if the Form has the signature of the Student Conduct and Grievance Coordinator and is dated. In the absence of the Coordinator, the Dean of Student Services will meet with the Division Dean. The Division Dean shall make a recommendation to the parties within ten instructional days.

This means it is possible for a student to submit a form in time, but there no deadline to meet with the Office of Student Conduct and Grievances, and no deadline to submit the form to the Divisional Dean. Hypothetically a student could submit the form within 30 instructional days, but not meet with the Office of Student Conduct & Grievances for 6 months, and still be within the policy.

RECOMMENDATION

The Student Life Committee recommends the following deadlines for Step II: 3 and 4:

Step II: 3 (lines 230-234)

The Student Conduct and Grievance Coordinator will meet with the student and review the completed Grade Grievance Form. The student must meet with the Student Conduct and Grievance Coordinator within 10 instructional days of submitting the form. If the student wishes to pursue the grievance, the Student Conduct and Grievance Coordinator will sign and date the Form. In the absence of the Coordinator, the Dean of Student Services will perform these duties.

Step II: 4 (lines 235-241)

The student will present a copy of the Grade Grievance Form to the applicable Division Dean within 10 instructional days of obtaining the signature of the Student Conduct and Grievance Coordinator. The Division Dean may schedule a meeting of all concerned if appropriate. The Division Dean should schedule a meeting only if the Form has the signature of the Student Conduct and Grievance Coordinator and is dated. In the absence of the Coordinator, the Dean of Student Services will meet with the Division Dean. The Division Dean shall make a recommendation to the parties within ~~10-15~~ instructional days.

Recommended addition to policy, to insert at line 269:

Time Limits – Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

RATIONAL

The use of 10 instructional days for students in step II and III was recommended by the Coordinating Committee on January 29, 2018, to allow consistency within the policy in regards to deadlines, and to not overly extend the process. It was also suggested that additional time be provided to the Academic Dean, as ten instructional days to meet with all parties and issue an outcome was challenging.

Based on discussion held by the Student Life Committee on February 1, 2018 and March 1, 2018, the recommended 10 instructional days for students, and 15 instructional days for the Academic Dean is recommended.

In addition, the committee recommended matching language available in AP 5520 STUDENT DISCIPLINE PROCUDURES regarding time limits (lines 297-298), to recognize extenuating circumstances such as extended absence due to vacation or illness may arise.