



GROSSMONT-CUYAMACA  
COMMUNITY COLLEGE DISTRICT

## Student and Institutional Success Council

Charge

### NOTES

December 8, 3:00 pm – 4:30 pm

Cuyamaca Student Center, I-109

### Council Members

| Name                     | Title  | Attendance                          |
|--------------------------|--|-------------------------------------|
| Agustin Albarran         | Interim Vice President, Academic Affairs - GC                      | <input checked="" type="checkbox"/> |
| Agustin Orozco           | Dean, Counseling - CC  | <input checked="" type="checkbox"/> |
| Amber Toland Perry       | Classified Senate, CC  | <input checked="" type="checkbox"/> |
| <b>Barbara Gallego</b>   | <b>Vice Chancellor, Ed Support Services (Chair)</b>                | <input checked="" type="checkbox"/> |
| Brianna Hayes            | Sr. Dean, Institutional Effectiveness, Success & Equity - CC       | <input checked="" type="checkbox"/> |
| Courtney Willis          | Assoc. Dean, Student Services & SSSP - GC                          | <input checked="" type="checkbox"/> |
| Cynthia Nagura           | Director, Community & Workforce Partnerships                       | <input type="checkbox"/>            |
| Dave Dillon              | Faculty Representative - GC  | <input checked="" type="checkbox"/> |
| Deborah Chow             | Instructional Dean - GC  | <input type="checkbox"/>            |
| George Dowden            | Dean, Career & Technical Education - CC                            | <input checked="" type="checkbox"/> |
| Jane Gazale              | Curriculum Committee Faculty Co-Chair - CC                         | <input checked="" type="checkbox"/> |
| Javier Ayala             | Dean, Career & Tech. Ed/Workforce Development - GC                 | <input checked="" type="checkbox"/> |
| Jeanie Machado Tyler     | Vice President, Instruction - CC                                   | <input checked="" type="checkbox"/> |
| Joan Ahrens              | Int. Sr. Dean, College Planning & Institutional Effectiveness - GC | <input checked="" type="checkbox"/> |
| Jonathan Wesley          | Interim Dean, Student Success & Equity - CC                        | <input type="checkbox"/>            |
| Karen Marrujo            | Academic Senate President - CC                                     | <input checked="" type="checkbox"/> |
| Kerry Kilber Rebman      | Assoc. Vice Chancellor, Technology                                 | <input checked="" type="checkbox"/> |
| Lauren Halsted           | Instructional Dean - CC  | <input type="checkbox"/>            |
| Manny Lopez              | ASGCC, CC  | <input type="checkbox"/>            |
| MariaDenise Aceves       | Curriculum Committee Faculty Co-Chairs - GC                        | <input checked="" type="checkbox"/> |
| Marissa Salazar          | Faculty Representative - CC  | <input checked="" type="checkbox"/> |
| Martha Clavelle          | Dean, Counseling Services - GC                                     | <input checked="" type="checkbox"/> |
| Michele Martens          | Classified Senate Representative - GC                              | <input checked="" type="checkbox"/> |
| Pam Wright               | Director, Enterprise Systems                                       | <input type="checkbox"/>            |
| Perla Lopez              | President, Academic Senate - GC                                    | <input type="checkbox"/>            |
| Sara Markowitz           | ASGC, GC   | <input checked="" type="checkbox"/> |
| Sharon Sampson           | Co-Academic Senate President - GC                                  | <input type="checkbox"/>            |
| Tashaurie Rogers         | Director, Admission & Records, Cuyamaca College                    | <input checked="" type="checkbox"/> |
| Taylor Fiehler           | Temporary Classified Senate Representative - CC                    | <input type="checkbox"/>            |
| Victoria Marron          | Vice President, Student Services - CC                              | <input type="checkbox"/>            |
| Victoria Rodriguez       | Interim Dean, Student Success & Equity - GC                        | <input checked="" type="checkbox"/> |
| Wayne Branker            | Admin Association Representative                                   | <input type="checkbox"/>            |
| Vacant                   | Dean, Admissions & Records and Financial Aid - GC                  | <input type="checkbox"/>            |
| <i>Denise Whisenhunt</i> | <i>Resource Personnel: President - GC</i>                          | <input type="checkbox"/>            |
| <i>Jessica Robinson</i>  | <i>Resource Personnel: President - CC</i>                          | <input type="checkbox"/>            |
| <i>Lynn Neault</i>       | <i>Resource Personnel: Chancellor</i>                              | <input type="checkbox"/>            |

### Meeting Objectives

1. Review revised BP/AP Review Process
2. BP/AP review and follow-up
3. Information Sharing



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| Agenda Item   | Documents  |
|---|--|
| <b>A. Welcome and Introduction</b>  |  |
| <b>B. General Information</b>   |  |
| <p>1) The council wished to cancel the January meeting as it is during professional development week.</p> <p>2) Barbara reminded the council that beginning spring 2025, all meetings will be in-person only.</p> <p>3) Barbara introduced Brittney Keldsen, an hourly employee, shared with the Chancellor's office.</p> <p>4) The revised BP/AP Review Process doc was discussed. The council stated a difficulty in keeping up with the different versions of documents in the review process. They recommended using OneDrive. Each college will determine their process for review and noting track change revision.</p> <p>5) New DRAFT BP/AP Review Process</p> <p>1.Track changes</p> <ul style="list-style-type: none"><li>▪ Initial track changes by ESS (V1), in alignment with CCLC, in red font.</li><li>▪ Delete text = strikethrough</li><li>▪ Added text = double underlined</li><li>▪ All documents have been updated accordingly.</li></ul> <p>2. BP/AP OneDrive folder</p> <ul style="list-style-type: none"><li>▪ Titled by number and title</li><li>▪ V1 documents</li><li>▪ The CCLC template for reference</li><li>▪ Documents are View Only</li><li>▪ VPs, Academic Senate, and Curriculum Chairs will have edit access</li><li>▪ Edit access will be shared with reviewers</li></ul> <p>3. Review</p> <ul style="list-style-type: none"><li>▪ SISC determines who will review the BP/AP</li><li>▪ ESS sends email to VPs, Academic Senate, Curriculum Chairs, and designated reviewers</li><li>▪ The email will include the steps of constituent review, if applicable</li></ul> <p>4. Process</p> <ul style="list-style-type: none"><li>▪ Colleges determine their review and tracking process.</li></ul> <p>5. Completed Review</p> <ul style="list-style-type: none"><li>▪ Colleges will notify ESS once approved, via email.</li></ul> | <p><b><u>BP/AP OneDrive</u></b><br/><b>All BP/APs in review will be maintained within OneDrive</b></p> |



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| Agenda Item  |  | Documents                      |
|--|--|--------------------------------|
| <div>▪ If revisions were made, colleges will attach the final document in track changes.</div> <div>6) The council determined to not review BP/APs at this meeting.</div>  |  |                                |
| C. REVIEW Board Policies & Administrative Procedures   |  | <a href="#">BP/AP OneDrive</a> |
| 1st Read   |  |                                |
| 1) 5015: Residence Determination<br>Last Reviewed: 7-21-20<br>Revised to include the newly released Update #45   | CCLC Update 42 & 45<br>Legally Required<br>BP 5015<br>AP 5015<br>CCLC Update 39 & 42 |                                |
| 2) 4025: Philosophy and Criteria for Associate Degree and General Ed<br>Last Reviewed: 2-21-17   | 6-Year Review<br>CCLC Update 44<br>Legally Required<br>BP 4025<br>AP 4025            |                                |
| 3) 4233: Grade Forgiveness<br>Last Reviewed: 11-14-17  | 6-Year Review<br>No CCLC Template<br>BP 4233<br>AP 4233                              |                                |
| 4) 4234: Dropping Courses<br>Last Reviewed: 11-14-17   | 6-Year Review<br>No CCLC Template<br>BP 4234<br>AP 4234                              |                                |
| 5) 4235: Credit for Prior Learning<br>Last Reviewed: 10-13-20  | 6-Year Review<br>CCLC Update 42<br>BP 4235<br>AP 4235                                |                                |
| 6) 5300: Student Equity Plan<br>Last Reviewed: 2-19-19   | BP 5300<br>Legally Required<br>6-Year Review<br>CCLC Update 42<br>AP 5300            |                                |
| 2nd Read   |  |                                |
| 1) BP 5410: Associated Student Elections<br>Update: Submitted to DEC, Cabinet returned with the following response: DSPS was not defined and clarity on what the “exceptions”<br><br>1st Read: 9-2024 ( <a href="#">AP 5410</a> for reference)<br>Review at ASGC retreat move to DEC | BP 5410, V3<br>Update #42  |                                |



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| D. Informational Items  |  |
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| <p>1) Academic Probation<br/>Karolia Macias shared a PPT from Academic Senate, “Affirming Academic Progress. Discussion followed:</p> <ul style="list-style-type: none"><li>▪ Engaging students on Academic Probation is extremely difficult.</li><li>▪ Courtney’s team has tried multiple options to assist students on academic probation and compiled related data. <b>Courtney will create a one-page summary document.</b></li><li>▪ Students: Canva notification, add a warning about the need to transfer with a 3.0</li><li>▪ Use data to determine what interventions are appropriate</li><li>▪ Look probation data</li><li>▪ Identify one</li><li>▪ Create a high-touch experience.</li><li>▪ Importance of student services</li><li>▪ <b>Barbara will form a district-wide work group</b> to review. Colleges must establish mechanisms and A&amp;R needs to be included.</li><li>▪ <b>Barbara will review data at the end of term</b></li></ul> |  |
| <p>2) Colleague Refresh<br/>Kerry shared a reminder of the Colleague refresh project, transferring to a SQL database, and will be down March 28<sup>th</sup> to April 7<sup>th</sup></p>  |  |
| <p>3) Spring 2025 Registration<br/>Barbara informed the council that spring registration will be pushed back a week. Details will be shared in February.</p>  |  |
| <p>4) CCLC Conference Highlights<br/>Amber briefly shared an overview of the fall CCLC Conference, with a focus on maintaining alignment with CCLC templates.</p>   |  |
| E. BP/APs in Review   |  |
| <p>1) <b>4240 Academic Renewal</b><br/><b>1<sup>st</sup> Read:</b> 4-2023 (A&amp;R requested additional time to review)</p> <p><b>Reviews:</b> Sent to A&amp;R, VPs, Counseling, and Academic Senate.<br/>4-2024: Senates and Curriculum Committee requested additional time to to review in fall.</p> <p><b>12-2024 Update:</b> Sent to Dave Dillon, GC Counseling Chair, to reach out to CC colleagues to discuss some recommended changes.</p>   | <p><b>Legally Required</b><br/>6-Year Review<br/><b>BP 4240</b><br/>(CCLC updates)<br/><b>AP 4240</b><br/>(CCLC updates &amp; Title 5)</p> |



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| <p>2) <b>BP 4050: Articulation</b><br/><b>Last Reviewed:</b> 2-21-17<br/>Council reviewed 10-2024</p> <p>11-2024: Sent BP/APs to VPs, Academic Senate, and Curriculum Committee</p> <p><b>12-2024 Update:</b> Cuyamaca Curriculum Committee to review in December</p>   | <p>6-Year Review<br/>CCLC Update 44<br/>Legally Required<br/><b>BP 4050</b><br/><b>AP 4050</b></p>                      |
| <p>3) <b>BP 4103: Cooperative Work Experience</b><br/><b>Last Reviewed:</b> 11-13-18<br/>Council reviewed 10-2024</p> <p>11-2024: BP/APs to VPs</p>   | <p>6-Year Review<br/>Legally Required<br/><b>AP 4103</b><br/>CCLC Update 43<br/>No CCLC Template<br/><b>BP 4103</b></p> |
| <p>4) <b>BP 4225: Course Repetition</b><br/><b>Last Reviewed:</b> 6-20-17<br/>Council reviewed 10-2024</p> <p>11-2024: BP/APs to VPs, Academic Senate, and Curriculum Committee</p>   | <p>6-Year Review<br/>Legally Required<br/><b>BP 4225</b><br/><b>AP 4225</b><br/>CCLC Update 42</p>                      |
| <p>5) <b>BP 4227: Repeatable Courses</b><br/><b>Last Reviewed:</b> 7-16-19<br/>Council reviewed 10-2024</p> <p>11-2024: BP/APs to VPs, Academic Senate, and Curriculum Committee</p>  | <p><b>BP 4227</b><br/>6-Year Review<br/><b>AP 4227</b><br/>CCLC Update 43<br/>Legally Required</p>                      |
| <p>6) <b>BP 4231: Grade Challenges</b><br/><b>Last Reviewed:</b> 7-17-18<br/>Council reviewed 10-2024</p> <p>11-2024: BP/APs to VPs</p>   | <p>6-Year Review<br/>Legally Required<br/><b>AP 4231</b><br/><b>BP 4231</b> (No CCLC)</p>                               |
| <p>7) <b>BP 4020: Program, Curriculum, and Course Development</b><br/><b>Last Reviewed:</b> 7-21-20<br/>Council reviewed 10-2024.</p> <p><b>Update:</b> The AP states Work Experience is 54 hours for each unit. At the new Attendance accounting webinar, it was mentioned that colleges could round to .25 instead of .5. We have not found this guidance in the PCHA or Title 5.</p> <p>11-2024: BP/APs to VPs</p> | <p>Technical Review<br/>Legally Required<br/><b>BP 4020</b><br/><b>AP 4020</b><br/>CCLC Update 42,43, 44</p>            |



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| 8) <b>BP 5045: Student Records-Challenging Content and Access Log</b><br><b>Last Reviewed:</b> 11-14-17<br>Council reviewed 10-2024,<br><br><i>11-2024: BP/APs to VPs</i> | 6-Year Review<br>Legally Required<br><b>AP 5045</b><br>No CCLC Template<br><b>BP 5045</b> |
| <b>F. Upcoming BP/APs for Review</b>  |   |
| 7) <b>4060: Delineation of Functions Agreements</b><br><b>Last Reviewed:</b> 2-21-17  | 6-Year Review   |
| 8) <b>4229: Course Repetition – Variable Units</b><br><b>Last Reviewed:</b> 2-21-17   | 6-Year Review   |

**Next Meeting Date:**

Monday, February 24<sup>th</sup>, 3:00-4:30  
Grossmont College, Griffin Gate  
In-Person only