



GROSSMONT-CUYAMACA  
COMMUNITY COLLEGE DISTRICT

## Student and Institutional Success Council

### NOTES

March 24, 3:00 pm – 4:30 pm  
Cuyamaca Student Center, I-109  
In-Person Meeting Only

#### Council Members

| Name                 | Title  | Attendance                          |
|----------------------|--|-------------------------------------|
| Adrianne Garay Lee   | Vice President, Student Services - GC                              |                                     |
| Agustin Albarran     | Interim Vice President, Academic Affairs - GC                      | <input checked="" type="checkbox"/> |
| Agustin Orozco       | Dean, Counseling - CC  | <input type="checkbox"/>            |
| Amber Toland Perry   | Classified Senate, CC  | <input checked="" type="checkbox"/> |
| Annalinda Arroyo     | Interim Curriculum Committee Chair - CC                            | <input checked="" type="checkbox"/> |
| Barbara Gallego      | <b>Vice Chancellor, Ed Support Services (Chair)</b>                | <input checked="" type="checkbox"/> |
| Brianna Hayes        | Sr. Dean, Institutional Effectiveness, Success & Equity - CC       | <input type="checkbox"/>            |
| Ciana Garcia         | ASGC, GC   | <input checked="" type="checkbox"/> |
| Courtney Willis      | Assoc. Dean, First Year Services- GC                               | <input checked="" type="checkbox"/> |
| Cynthia Nagura       | Director, Community & Workforce Partnerships                       | <input checked="" 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 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"/> |
| 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 type="checkbox"/>            |
| Martha Clavelle      | Dean, Counseling Services - GC                                     | <input type="checkbox"/>            |
| Michele Martens      | Classified Senate Representative - GC                              | <input checked="" type="checkbox"/> |
| Pam Wright           | Director, Enterprise Systems                                       | <input checked="" type="checkbox"/> |
| Perla Lopez          | President, Academic Senate - GC                                    | <input type="checkbox"/>            |
| Sharon Sampson       | President-Elect, Academic Senate - GC                              | <input type="checkbox"/>            |
| Tashaurie Rogers     | Director, Admission & Records - CC                                 | <input checked="" type="checkbox"/> |
| Taylor Fiehler       | Temporary Classified Senate Representative - CC                    | <input checked="" 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 checked="" type="checkbox"/> |
| Vacant               | Dean, Admissions & Records and Financial Aid - GC                  | <input type="checkbox"/>            |
| Vacant               | Dean, Student Success & Equity - CC                                | <input type="checkbox"/>            |

#### Meeting Objectives

1. BP/AP Review
2. Information Sharing



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| Agenda Item   | Documents  |
|---|--|
| <b>A. Introductions</b><br>Barbara welcomed new council members:<br>Adrienne Garay Lee - Vice President, Student Services – Grossmont College<br>Ciana Garcia – Associated Student of Grossmont College   |  |
| <b>B. General Information</b>   |  |
| <p>1) Amber reviewed the NEW BP/AP OneDrive folder and discussed the review process.</p> <ul style="list-style-type: none"><li>a. Reviewers will update BP/APs in review via Track Changes; Barbara and Amber will be notified of review completion via email, and the final document will be attached.</li><li>b. All council members can access the BP/AP <a href="#">OneDrive</a> folder.</li><li>c. VPs, Curriculum Committees, A&amp;R, and Academic Senates have edit access. VPs can email Barbara and Amber to request additional access.</li></ul> <p>2) The NEW <a href="#">SISC Internet</a> Website (GCCCD &gt; Committees &gt; SISC) was reviewed as the location of current BP/APs.</p> |  |
| <b>C. REVIEW Board Policies &amp; Administrative Procedures</b>   |  |
| <b>2<sup>nd</sup> Read</b>  |  |
| <p>1) <b>4020: Program, Curriculum, and Course Development</b><br/><b>Last Reviewed:</b> 7-21-20<br/><b>1st Read:</b> 10-2024</p> <p><b>Update:</b> The AP states that work experience is 54 hours for each unit. The new Attendance accounting webinar mentioned that colleges could round to .25 instead of .5. There is no guidance in the PCHA or Title 5.</p> <p>2<sup>nd</sup> reading complete<br/><b>Review Next Steps:</b><br/>Curriculum Committees to complete 2<sup>nd</sup> reading<br/>April SISC – 3<sup>rd</sup> Read</p>   | <p>Technical Review<br/><a href="#">BP 4020 V1</a><br/><b>Legally Required</b></p> <p>CCLC Update 42,43, 44<br/><a href="#">AP 4020 V1</a><br/><b>Legally Required</b></p> |
| <p>2) <b>4050: Articulation</b><br/>2<sup>nd</sup> reading completed, BP and AP</p>   | <b>Approved</b>  |



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| <p>3) <b>4103: Cooperative Work Experience</b><br/><b>Last Reviewed:</b> 11-13-18<br/><b>1st Read:</b>10-2024</p> <p>2<sup>nd</sup> reading complete<br/><b>Review Next Steps:</b><br/>VPs &amp; Curriculum Committees<br/><b>BP on hold</b></p>  | <p>6-Year Review<br/><a href="#">BP 4103 V1</a><br/><b>No CCLC Template</b></p> <p>CCLC Update 43<br/><a href="#">AP 4103 V1</a><br/><b>Legally Required</b></p>                              |
| <p>4) <b>4225: Course Repetition</b><br/><b>Last Reviewed:</b> 6-20-17<br/><b>1st Read:</b>10-2024</p> <p>2<sup>nd</sup> reading complete - <b>BP approved</b><br/><b>AP Review Steps:</b><br/>VPs and A&amp;R – complete position assignment and evaluate process<br/>Curriculum Committees</p>  | <p>6-Year Review<br/><a href="#">BP 4225 V1</a><br/><b>Legally Required</b></p> <p>CCLC Update 42<br/><a href="#">AP 4225 V1</a><br/><b>Legally Required</b></p>                              |
| <p>5) <b>4227: Repeatable Courses</b><br/><b>Last Reviewed:</b> 7-16-19<br/><b>1st Read:</b>10-2024</p> <p>2<sup>nd</sup> reading complete<br/><b>Review Next Steps:</b><br/>Curriculum Committee<br/>VPs and A&amp;R</p>   | <p><a href="#">BP 4227 V1</a><br/>6-Year Review<br/><b>No CCLC Template</b></p> <p>CCLC Update 43<br/><a href="#">AP 4227 V1</a><br/><b>Legally Required</b></p>                              |
| <p>6) <b>4231: Grade Challenges (Changes)</b><br/><b>Last Reviewed:</b> 7-17-18<br/><b>1st Read:</b>10-2024</p> <p>2<sup>nd</sup> reading complete - <b>BP approved</b><br/><b>AP Review Next Steps:</b><br/>VPs and A&amp;R</p>  | <p>6-Year Review<br/><a href="#">BP 4231 V1</a><br/><b>Legally Required</b></p> <p><a href="#">AP 4231 V1</a><br/><b>Legally Required</b></p>   |
| <p>7) <b>4240 Academic Renewal</b><br/><b>1st Read:</b> 4-2023 (A&amp;R requested additional time to review)</p> <p>2<sup>nd</sup> reading complete - BP approved and submitted to DEC.<br/>Counselors completed the AP review and are aligned<br/><b>AP Review Next Steps:</b><br/>VPs and A&amp;R - in conjunction with 4233 to determine if 4233 can be retired<br/>Curriculum Committees<br/>Academic Senates</p> | <p>CCLC updates<br/>6-Year Review<br/><a href="#">BP 4240 V2</a><br/><b>Legally Required</b></p> <p>CCLC updates &amp; Title 5<br/><a href="#">AP 4240 V2</a><br/><b>Legally Required</b></p> |



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| <p>8) <b>5045: Student Records-Challenging Content and Access Log</b><br/><b>Last Reviewed:</b> 11-14-17<br/><b>1<sup>st</sup> Read:</b> 10-2024</p> <p><b>Review Next Steps:</b><br/>AP: VPs and A&amp;R – complete position assignment<br/>BP: Continued Review</p> <p><b>April SISC – 3<sup>rd</sup> Read</b></p>   | <p>6-Year Review<br/><a href="#">BP 5045 V1</a><br/><b>No CCLC Template</b></p> <p><a href="#">AP 5045 V1</a><br/><b>Legally Required</b></p>                    |
| <b>1<sup>st</sup> Read</b>   |  |
| <p>9) <b>4025: Philosophy and Criteria for Associate Degree and General Ed</b><br/><b>Last Reviewed:</b> 2-21-17</p> <p>1<sup>st</sup> read complete<br/><b>AP Review Next Steps:</b><br/>Curriculum Committees to complete 2<sup>nd</sup> reading</p> <p><b>April SISC – 2<sup>nd</sup> Read</b></p>  | <p>CCLC Update 44<br/>6-Year Review<br/><a href="#">BP 4025 V1</a><br/><b>Legally Required</b></p> <p><a href="#">AP 4025 V1</a><br/><b>Legally Required</b></p> |
| <p>10) <b>4229: Course Repetition – Variable Units</b><br/><b>Last Reviewed:</b> 2-21-17</p> <p>Action Item: Barbara to discuss the process of retiring GCCCD BP/APs that do not have a CCLC Template</p>  | <p><b>Not Applicable</b></p>   |
| <p>11) <b>4233: Grade Forgiveness</b><br/><b>Last Reviewed:</b> 11-14-17</p> <p>1<sup>st</sup> read complete<br/><b>Review Next Steps:</b><br/>Evaluate with 5240 to determine if needed - no longer in Title 5, and CCLC does not have a template.</p> <p>Action Item: Barbara to discuss the process of retiring GCCCD BP/APs that do not have a CCLC Template</p> | <p>6-Year Review<br/><a href="#">BP 4233 V1</a><br/><b>No CCLC Template</b></p> <p><a href="#">AP 4233 V1</a><br/><b>No CCLC Template</b></p>                    |
| <p>12) <b>4234: Dropping Courses</b><br/><b>Last Reviewed:</b> 11-14-17</p> <p>1<sup>st</sup> read complete<br/><b>Review Next Steps:</b><br/>Evaluate with <a href="#">AP 5075</a> and <a href="#">AP 4234</a></p> <p>Action Item: Barbara to discuss the process of retiring GCCCD BP/APs that do not have a CCLC Template</p>                                     | <p>6-Year Review<br/><a href="#">BP 4234 V1</a><br/><b>No CCLC Template</b></p> <p><a href="#">AP 4234 V1</a><br/><b>No CCLC Template</b></p>                    |



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| <p><b>13) 4235: Credit for Prior Learning</b><br/><b>Last Reviewed:</b> 10-13-20</p> <p>1<sup>st</sup> read complete; <b>BP approved</b></p> <p><b>AP Review Next Steps:</b></p> <p>Action Item: Credit for Prior Learning Process needs to be mapped, evaluated, and approved by both colleges.</p>   | <p>CCLC Update 44<br/><a href="#">AP 4235 V1</a></p>  |
| <p><b>14) 5015: Residence Determination</b><br/><b>Last Reviewed:</b> 7-21-20<br/>Revised to include the newly released Update #45</p> <p>Did Not Review<br/><b>April SISC</b></p>   | <p>CCLC Update 42 &amp; 45<br/><a href="#">BP 5015 V1</a><br/><b>Legally Required</b></p> <p><a href="#">AP 5015 V1</a><br/>CCLC Update 39 &amp; 42<br/><b>Legally Required</b></p> |
| <p><b>15) 5040: Student Records, Directory Information &amp; Privacy</b><br/><b>Last Reviewed:</b> 2-16-21</p> <p>Did Not Review<br/><b>April SISC</b></p>   | <p>CCLC Update 42-44<br/><a href="#">BP 5040 V1</a><br/><b>Legally Required</b></p> <p>CCLC Update 42-45<br/><a href="#">AP 5040 V1</a><br/><b>Legally Required</b></p>             |
| <p><b>16) 5300: Student Equity Plan</b><br/><b>Last Reviewed:</b> 2-19-19</p> <p>Did Not Review – Review steps identified<br/><b>Review Next Steps:</b><br/>Academic Senates<br/>Curriculum Committees<br/>VPs<br/>Bri Hayes<br/>Joan Ahrens<br/>Victoria Rodriguez</p>  | <p>CCLC Update 42<br/>6-Year Review<br/><a href="#">BP 5300 V1</a></p> <p>6-Year Review<br/><a href="#">AP 5300 V1</a><br/><b>Legally Required</b></p>                              |
| <b>D. Informational Items</b>  |   |
| <p><b>1) Colleague Refresh</b><br/>Kerry Kilber Rebman reminded the council that Colleague will be down from 1:00 on March 28<sup>th</sup> to 1:00 on April 2nd for the SQL migration and that the system will be a little slow initially. She explained that students will have a new way to log in to Self-Services – no changes to employee log in.</p> |   |



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| <b>2) Educational Support Services Council Charge &amp; Composition</b><br>The ESSC Charge and Composition was sent for review in September with a request for feedback. The re-structure of SISC to governance a governance council and operational group will move forward to DEC.  | <a href="#">ESSC Charge &amp; Composition</a> |
| <b>3) IEPI Update</b><br>Barbara shared that the District Governance Handbook revision process is in the final steps. It will be sent for review and submitted to DEC in April. The Handbook will be in effect in the fall of 2025, after approval.   | <a href="#">IEPI Plan Year 1 Update</a>       |
| <b>4) 2026-2027 Academic Calendar</b><br>Barbara updated the council about the Academic Calendar Committee meeting on March 25 <sup>th</sup> to review the revised 2026-2027 Academic Calendar. The approved calendar will be reviewed at the April SISC meeting and submitted for Board review in May.   |   |
| <b>5) Common Course Numbering (CCN)</b><br>Barbara informed the council of the pending NEW <a href="#">District Common Course Numbering web page</a> , which allows students to search for classes.   |   |
| <b>6) Student Attendance Accounting Method</b><br>Barbara notified the council that the CCCCO guidance we have been waiting for was received in December: <ul style="list-style-type: none"><li>a. Census – no changes, remains at 20% of the term</li><li>b. Refund – no changes</li><li>c. Further details will be shared at the April SISC meeting</li></ul>   |   |
| <b>7) Accessibility Capability Maturity Model (ACMM)</b><br>Barbara shared that the February SISC meeting was cancelled due to GCCCD leadership attending the Accessibility Capability Maturity Model (ACMM) training. The ACMM, part of the CCCCO's Vision 2030, will be effective in fall 2026. <ul style="list-style-type: none"><li>a. GCCCD submitted documents reflective of accessibility efforts.</li><li>b. The ACMM assessment will be completed in April. Barbara will share this at SISC.</li><li>c. There is a concern with the accessibility of GCCCD forms, which has been highlighted, and the volume of forms to be revised.</li></ul> <p>Council discussion:</p> <ul style="list-style-type: none"><li>• Faculty are concerned that they will be held accountable for their Canvas container.</li><li>• Courtney's team has begun updating flyers and shared that Canva features help with accessibility:<br/><a href="#">Detailed video</a> (more advanced and helpful).<br/><a href="#">Short video</a></li><li>• Adrienne shared that Grossmont is completing an inventory of ALL forms as a starting point to help determine a strategy and timeline.</li></ul> | <a href="#">CCCCO ACMM</a>                    |



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|--|--|
| <p><b>8) Academic Probation</b><br/>Courtney added to the agenda requesting an update on any follow-up from December's meeting regarding a district-wide work group to review. She shared that Grossmont is working with student groups and surveying. Courtney also shared Shasta College's emails as an example.</p> <ul style="list-style-type: none"><li>a. Barbara indicated the first step is revising the AP with A&amp;R feedback.</li><li>b. Student notifications will be reviewed after approval</li></ul> <p>Action Item: Barbara to update AP</p> |  |
| <b>E. Upcoming BP/APs for Review</b>   |  |
| <p><b>1) 4060: Delineation of Functions Agreements</b><br/>Last Reviewed: 2-21-17</p>  | <p>6-Year Review<br/><a href="#">BP 4060 V1</a><br/><br/><a href="#">AP 4060 V1</a><br/><b>Legally Advised</b></p>                               |
| <p><b>2) 4070: Auditing &amp; Auditing Fees</b><br/>Last Reviewed: 3-17-15</p>   | <p>6-Year Review<br/><a href="#">BP 4070 V1</a><br/><br/><a href="#">AP 4070 V1</a><br/><b>Legally Advised</b></p>                               |
| <p><b>3) 5011: Admission and Concurrent Enrollment of High School</b><br/>Last Reviewed: 7-20-21</p>   | <p>CCLC Update 42<br/><a href="#">BP 5011 V1</a><br/><b>No CCLC Template</b><br/><br/><a href="#">AP 5011 V1</a><br/><b>Legally Required</b></p> |
| <p><b>4) 5014: International Students</b><br/>Last Reviewed: 7-17-18</p>   | <p>6-Year Review<br/><a href="#">BP 5014 V1</a><br/><b>No CCLC Template</b><br/><br/><a href="#">AP 5014 V1</a><br/><b>Legally Required</b></p>  |
| <p><b>5) 5031: Instructional Material Fees</b><br/>Last Reviewed: 7-17-18</p>  | <p>6-Year Review<br/><a href="#">BP 5031 V1</a><br/><b>No CCLC Template</b><br/><br/><a href="#">AP 5031 V1</a><br/><b>Legally Required</b></p>  |

**Next Meeting Date:**  
**Monday, April 28th, 3:00-4:30**  
**Grossmont College – Griffin Gate (In-Person Only)**