



Educational Support Services (ESS) Operational Group

AGENDA

November 6, 2025

9:00 am to 10:00 am

[ZOOM](#)

Council Members

Name	Title	Attendance
Adrienne Garay Lee	Vice President, Student Services - GC	<input type="checkbox"/>
Annalinda Arroyo	Curriculum Committee Chair or Designee - CC	<input type="checkbox"/>
Barbara Gallego	Associate Vice Chancellor, Ed Support Services (Chair)	<input type="checkbox"/>
Courtney Willis	Dean, Student Services - GC	<input type="checkbox"/>
Danya Sanchez	ESS Business Analyst, District	<input type="checkbox"/>
Jeanie Machado Tyler	Vice President, Instruction - CC	<input type="checkbox"/>
Jenny VandenEynden	Faculty Chair of Chairs - GC	<input type="checkbox"/>
Jessica Silva	Counselor, Categorical Representative	<input type="checkbox"/>
Joan Ahrens	Interim Vice President, Academic Affairs- GC	<input type="checkbox"/>
Kerry Kilber Rebman	Associate Vice Chancellor, Technology - District	<input type="checkbox"/>
MariaDenise Aceves	Articulation Officer- GC	<input type="checkbox"/>
My-Linh Nguyen	Counseling Department Chair - GC	<input type="checkbox"/>
Natalie Ray	Counseling Department Chair- GC	<input type="checkbox"/>
Ruth Alcaraz	Director, Admissions & Records - GC	<input type="checkbox"/>
Tashaurie Rogers	Director, Admissions & Records - CC	<input type="checkbox"/>
Vivi Ricardez Veasey	Articulation Officer - CC	<input type="checkbox"/>
Victoria Marron	Vice President, Student Services - CC	<input type="checkbox"/>

Vacancies

	Instructional Dean	<input type="checkbox"/>
	Student Services Dean, CC	<input type="checkbox"/>



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Resource Personnel:

<i>Brianna Hays</i>	<i>Sr. Dean, College Planning and Institutional Effectiveness - GC</i>	<input type="checkbox"/>
<i>Diana Kiryakous</i>	<i>Director, Financial Aid - GC</i>	<input type="checkbox"/>
<i>Jennifer Fujimoto</i>	<i>Senior Director, Fiscal Services - District</i>	<input type="checkbox"/>
<i>Rachel Anderson</i>	<i>Director, Financial Aid - CC</i>	<input type="checkbox"/>
<i>Tate Hurvitz</i>	<i>Sr. Dean, Institutional Effectiveness, Success and Equity- CC</i>	<input type="checkbox"/>

Meeting Objectives
1. Standard Operating Procedures Overview
2. Familiarity with AP Review Process

ESS Operational Group One Drive

Agenda Item	Documents
Welcome & Discussion	
A. Welcome and Introductions!	
B. Student Unit Overload Report (SUOR)	Overload Student Outcomes Report Overload Student Outcomes 2022-2025 PPT
C. Responding to Identity Theft in Enrolment Standard Operating Procedure (SOP)	Responding to Identity Theft in Enrolment SOP
D. Priority Enrollment Process & Open Registration Date	Priority Enrollment Groups
Administrative Procedure Review	
E. 1st Read	
AP 4050 Articulation Accreditation Expired: February 2023 – 6-Year and Update 44	AP 4050



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Agenda Item	Documents
<p>1) AP 4026: Philosophy and Criteria for International Education</p> <p>Missing AP – AP Template is Optional No BP Template</p> <p>Determine if AP is needed</p>	<p>AP 4026</p>
<p>2) AP 5031: Instructional Materials Fees (Burden-Free Access to Instructional Materials)</p> <p>Expired: July 2024 – 6-Year review & Update 47</p> <p>Note – Revise college catalogs if approved</p>	<p>Legally Required AP 5031</p>
<p>3) AP 4040: Library and Learning Support Services</p> <p>Missing AP – AP Template is Optional</p> <p>Determine if AP is needed</p>	<p>AP 4040 CCLC Template</p>
<p>4) AP 5010: Admissions and Concurrent Enrollment Accreditation</p> <p>Expired: October 2024 – Update 44</p> <p>Note – Revise college catalogs, District website, and Admission Offices, if approved</p>	<p>Legally Required AP 5010</p>
<p>5) AP 5050: Student Success and Support Program Accreditation</p> <p>Expired: October 2024 – Update 44 & 47</p> <p>Note – Revise websites if approved</p>	<p>Legally Required AP 5050</p>
<p>6) AP 5110: Counseling Accreditation</p> <p>Expired: October 2024 – Update 44</p>	<p>Legally Advised AP 5110</p>
<p>7) AP 5530: Student Rights and Grievances Accreditation</p> <p>Expired: October 2024 – Update 44</p>	<p>Legally Advised AP 5530</p>



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F. 2 nd Read	
<p>8) AP 4105: Distance Education Accreditation</p> <p>Expired: April 2024 – Update 43 & 44</p> <p>AP sent to reviewers: VPs of Instruction/Academic Affairs to lead review and involve appropriate Deans and faculty members</p>	<p>Legally Required AP 4105</p>
<p>9) AP 4222: Pre-Collegiate Basic Needs – 2nd Accreditation</p> <p>Expired: October 2024 – Update 44</p> <p>AP sent to reviewers: Jeannie Vanden Eynden, Annalinda Arroyo, VPs of Instruction/Academic Affairs</p>	<p>Legally Required AP 4222</p>
<p>10) 5030: Student Fees Accreditation</p> <p>Review Update: Barbara & Jennifer Fujimoto reviewed, added Update 47 revision, and revised V2.</p>	<p>AP 5030 V2 Update 45 & 47</p>
<p>11) 5040: Student Records, Directory Information, and Privacy Accreditation</p> <p>Expired: October 2023 – Update 45</p> <p>Review Steps via email: Barbara Gallego, VP of Student Services, Kerry Kilber Rebman</p>	<p>AP 5040</p>
Informational - Review Process	
G. Moved to DEC	
<p>AP 4070: Course Auditing & Auditing Fees</p>	<p>AP 4070</p>
H. Moved to ESSC	
<p>AP 4021: Program Discontinuance Accreditation</p> <p>Expired: October 2024 – Update 44</p> <p>Continue review from SISC</p>	<p>Legally Required AP 4021</p>



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Next Meeting Date:

Thursday, December 4th, from 9:00 to 10:00 am

Via [ZOOM](#)