STUDENT AND INSTITUTIONAL SUCCESS COUNCIL MEETING

Charge: The Student and Institutional Success Council (SISC) serves in an advisory capacity to the Chancellor and as a platform for collaboration, coordination, support, and communication about districtwide efforts to promote equity-minded student success by reviewing, facilitating, and recommending educational and student support initiatives, services, and programs. SISC provides districtwide coordination and leadership through the following objectives:

- Advance a shared vision to the District's student success, equity, and diversity efforts aimed at creating an effective student-focused culture.
- Coordinate pedagogical or technological innovation that enhances academic success.
- Identify and evaluate high impact, scalable practices that support student success and align with the Guided Pathways framework.
- Promote districtwide alignment of curriculum and instructional programming.
- Provide guidance on assigned Board Policies and Administrative Procedures.

AGENDA NOTES
Monday, April 27, 3:00–5:00 p.m.
Zoom- https://cccconfer.zoom.us/j/98872487927
Or Phone +1 669 900 6833
Meeting ID: 988 7248 7927

Role	Name		Role	Name	
VC Student & Institutional Success, Chair	Sean Hancock	☒	Dean, Counseling Services-GC	Martha Clavelle	☒
AVC, Research, Planning, & Technology	Christopher Tarman	☒	Dean, Counseling-CC	Nicole Jones	☒
President, Academic Senate-GC	Denise Schulmeyer	☒	Assoc. Dean, Student Services & SSP-GC	Courtney Williams	☒
President, Academic Senate-CC	Kim Dudzik	☒	Instructional Dean-GC	Eric Klein	☒
Vice President, Academic Affairs-GC (Interim)	Mike Reese	☒	Instructional Dean-CC	Alicia Munoz	☐
Vice President, Instruction-CC	Pat Setzer	☒	Dean, Admissions & Records, Fin. Aid-GC (Int)	Barbara Gallego	☒
Vice President, Student Services-GC (Interim)	Aaron Starck	☒	Director, Admissions & Records-CC	Greg Vega	☒
Vice President, Student Services-CC	Jessica Robinson	☒	Curriculum Committee Faculty Co-Chair-GC	Jeff Waller	☒
Sr. Dean, College Planning & Instit. Eff.-GC	Catherine Webb	☒	Curriculum Committee Faculty Co-Chair-CC	Cindy Morrin	☒
Sr. Dean, Instit. Eff., Success & Equity-CC	Brianna Hayes	☒	Dean, Career & Tech. Ed/Workforce Dev.-GC	Javier Ayala	☒
Dean, Student Success & Equity-GC	Lida Rafia	☐	Dean, Career & Technical Education-CC	Larry McLemore	☒
Assoc. Dean, Student Equity & Engagement-CC	Jesus Miranda	☒	Director, Community & Workforce Partnerships	Cynthia Nagura	☒
President, Assoc. Students-GC	Leobardo Rubio	☒	Director, Enterprise Systems	Michael Carr	☒
President, Assoc. Student Government-CC	Kyrie Macogay	☐	Recorder	Myra Lomahan	☒
Faculty Representative-GC	Taneisha Hellon	☒	*Resource Personnel:*		
Faculty Representative-CC	Moriah Gonzalez-Meeks	☐	*Chancellor*	*Lynn Neault*	☐
Classified Senate representative-GC	Ari Ahmadian	☒	*President-GC*	*Nabil Abu-Ghazaleh*	☐
Classified Senate representative-GC	Cindy Emerson	☒	*President-CC*	*Julianna Barnes*	☐
			Guest:	*Manuel Mancillas-Gomez*	☒

Discussion Items	Action and Follow-Up
A. Welcome	Sean welcomed the council members.
B. COVID-19 Updates • Grading • Spring Term	The following items were discussed regarding grading: • Faculty are concerned over having lost communication with their students after the colleges transitioned to online. • Excused withdrawal (EW) was created for circumstances beyond the control of the student provided they document the situation/reason. Students must withdraw themselves, request an EW and mark COVID-19 on the form since documentation is required due to Title IV regulations and can impact FA process and satisfactory academic progress. It's recommended that faculty should not mark EW for the student rather advise them of the option. o Faculty can give the student a withdrawal (W), student has an option to petition for an EW (due to COVID-19) later o Faculty may track the students' progress/attendance prior to online delivery and use this as documentation for an EW o SDCCD is doing the automatic EW. Action: It was recommended for Sean to reach out to SDCCD to find out what documentation is required to allow this with Title IV regulations.

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- o If students are struggling, faculty can give them a W (rather than a failing grade due to various reasons (such as communication and access to a computer/internet). However, students are allowed only so many Ws, therefore it would be best to advise them to withdraw and receive an EW (if due COVID-19).
  - o Sean shared a draft COVID-19 inactive enrollment withdrawal form for faculty to complete.
    - o A&R receives petitions and some have nothing to do with COVID-19
    - o It is recommended that students login and put in their reason rather than completing a form
- Faculty may give a student an incomplete (I). At Grossmont, incompletes are for one semester but a student can petition for a 2nd semester. It was mentioned that CCCCO is allowing districts to suspend their board policies. Title 5 allows a full year fulfill the requirements of an incomplete.

The following were items discussed regarding spring term:

- Has the district decided to extend the spring term ending date through June 30th (currently June 1st). Labs and other activity classes (such as science labs and culinary) may benefit with faculty issuing in progress (IP) grades.
  - o From the CCCCO: "For the duration of the COVID-19 crisis, the "IP" symbol should be used when a course has been temporarily suspended and is expected to reconvene and complete instruction at some point beyond the end of the established term. Colleges should communicate this clearly to students in impacted courses and proactively plan for when courses may reasonably be continued and completed. "
  - o There is a concern that we don't know when classes will resume to allow us to reconvene these courses in person.
  - o Action: Research the ramifications if faculty marks an IP symbol for students.
  - o Action: Identify the courses that have been suspended and develop a plan to complete the course.

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<tr><td>C.</td><td>Emergency Remote Teaching / Emergency Distance Education</td><td>

Both campuses have worked together to come up with a process for getting face to face classes online during the crises (as required by CCCCO).

- Curriculum process has to be approved for distance ed (DE) or emergency remote teaching (ERT). Curriculum chairs created an emergency remote teaching proposal.
- Any course that doesn't have DE approval, and taught in fall that is normally a course not taught online, an ERT proposal must be submitted. The proposals will go through the normal curriculum process.
- We currently have 50 DE and ERTs that are proposed for the May board packet.
- Jeff shared Grossmont's resource page.

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Promise
- Mapping of Student Communication
- Promise Budget AB2 2019-20
- New Promise Benefits
- New Promise Marketing Flyers

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Sean mentioned that Chancellors Cabinet asked for different promise models with additional benefits. Cynthia shared a PowerPoint:

- We no longer have a Promise Program Specialist and focused on having part-time peer mentors. The colleges would utilize the peer mentors in the best way that they feel contribute to the success of Promise students and could augment existing programs (such as First Year Experience Program and STEM Guided Pathway Program).
- The promise pledge is eliminated
- Mapping of communication to students was reviewed
- Current CCPG students will receive $250 basic needs grant in response to the crisis
- New CCPG students in their first semester (fall or spring) will receive $250 and those who persist will receive an additional $125 for any educational needs
- Marketing flyers were updated and revised (removing the pledge requirement) and states "2 years free college"
- Are we looking at data and analytics of marketing (such as how many are opening websites)?
  - o We are not looking at data and focusing on updating the website and marketing materials
  - o Javier and Larry volunteered to help with internal marketing through the strong workforce

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<tr><td>E.</td><td>IT Systems Monitoring Report</td><td>

Michael reviewed his ERP Systems Maintenance presentation. He highlighted the following:

- This presentation is a focus on Colleague but can be used for other systems
- Definition of "system" is a combination of hardware and software used to provide our staff with data, information sharing, reporting, data security, and automate complex tasks
- System maintenance helps to maximize the longevity and reevaluation of our systems
- Colleague runs on virtual technology, the contents can change dynamically yet it's easier to manage
- The colleges have over 250 servers to manage
- IT emails are sent regarding software updates and Colleague patches quarterly
- Twice a month we run utilities in the Colleague database
- We have Self-Service and WebAdvisor – we do performance monitoring and make sure servers are running
- The security patches are applied, in addition, IT does an audit Systems are backed up nightly (onsite backup and replication off-site at Cuyamaca)
- We have an opportunity to back-up on the cloud, to protect ourselves from ransomware
- What is our downtime compared to industry norms? Our downtime is minimum compared to other colleges and industry. For this year, we had our systems down 5x with a total of under 15 hours (unscheduled/unforeseen).

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		• When system goes down, we work with Ellucian (Colleague vendor) to mitigate any future issues. • IT keeps a log of every unscheduled or scheduled instance that occurs with issues and the solutions.
F.	Student Health Fee Increase	A draft of a proposal for the student Health Fee increase was reviewed. We are recommending to increase the student health fees by $1 for health services, prevention and safety. It was felt that we should not increase fees due to COVID-19.
G.	Curriculum • GCCCD Alignment Chart	Jeff and Cindy reviewed the course alignment status chart. The chart shows comparison between both colleges. • Both colleges are working together but postponing GE alignment some due to the crisis. • Physics will be aligned in 2022 and no longer be misaligned. The delay allows current students time to filter through the courses before the new courses take into effect. • It's important to align our curriculum and courses. Students don't look at our colleges as different and many students take courses at both colleges.
H.	Guided Pathways • Leadership Team • GP Collaboration Wheel	Grossmont College: Lida Rafia, Courtney Williams, Shawn Hicks, Gary Johnson, Cindi Harris Cuyamaca College: Pat Setzer, Jessica Robinson, Kathryn Nette, and Sophia Armenta Sean shared the GP Collaboration Wheel that was developed during the Guided Pathways Summit in January. • Both campuses worked together to identify areas that can be jointly worked on. Activities are listed in each of the four pillars. • It was recommended that we include more career/strong workforce activities
I.	Strong Workforce	No items discussed
J.	Operational Assessments/Needs	No items discussed

K. Board Policies and Administrative Procedures Review
- There were a few BPs/APs that we are not compliant with. We want to form a taskforce to identify those BPs/APs, what barriers cause us not to be compliant, and what are the solutions to resolve/overcome the barriers to become compliant.
  - Greg and Barbara volunteered. A&R started a list of BPs/APs that require attention. Aaron volunteered Wayne Branker.

1st Read

- BP/AP 5035 Withholding of Student Records for Nonpayment of Financial Obligations – No updates
  - Due to AB 1313, we can no longer withhold transcripts, therefore will be reviewed by VPSS and Dean/Director of Admissions and Records.

2nd Read

- BP/AP 4105 Distance Education – No updates
  - This is a CCLC update. Jeff and Cindy took this to their Distance Education Coordinators and made recommendations.
  - It was suggested that this be taken back to the coordinators to review for repetition and state authorizations.
- BP/AP 5050 Student Success and Support Program – No updates
  - This is a CCLC update. Raad Jerjis and James Canady will review this with their counseling teams.
  - It was suggested that we will need some technical assistance to comply and monitor our BP/AP, such as the tracking of a student educational plan no later than the term after which the student completes 15 semester units of degree applicable credit coursework. The CCLC version stops at the red, GCCCD added exemption and violation appeal portion.

3rd Read

- BP/AP 3250 Institutional Planning - Move to DEC
  - This is a 6-year review and updates were discussed by Catherine and Bri. This BP/AP is ready to move forward to DEC.
  - It was suggested that we do not list specific plans on the BP in case we fall off the timeline or eliminate the plan.
- BP/AP 5015 Residence Determination – No updates
  - This is a CCLC update and the council recommended Admissions and Records to review.
  - Aaron mentioned that we are not ready to move forward, we want to ensure that all the exemptions that need to be in the policy are included.
- BP/AP 5020 Nonresident Tuition – No updates
  - This is a CCLC update and the council recommended Admissions and Records to review.
  - Aaron stated that he would like to review this policy again. It was noted that we need to make sure we are in compliance.

L.	Next SISC Meeting	Monday, May 18, 3:00-5:00 PM via Zoom