



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.

NOTES

Monday, May 18, 3:00–5:00 p.m.

Zoom- <https://cccconfer.zoom.us/j/94047899432>

Phone +1 669 900 6833

Meeting ID: 940 4789 9432

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

Discussion Items	Action and Follow-Up
A. Welcome	Sean welcomed the council and reviewed the agenda for today.
B. COVID-19 Updates <ul style="list-style-type: none"> • Self-Service (drop reason codes) • EWs • Promise (Ws) 	SELF-SERVICE (DROP REASON CODES) <ul style="list-style-type: none"> • Faculty are concerned about some of the drop reason codes listed that were not vetted with them, such as (DIFF) Course Difficulty, and (DINS) Prefer Diff Instructor • The purpose of the drop reason code having been implemented already was to create a COVID-19 reason, the other reasons codes have not been made available • Counseling would also like to collect information to understand reasons why students drop for retention efforts • It is recommended that a group come together to include faculty, counseling, students, research, and student services to determine drop reason codes and determine what we want to collect and how to move forward with the collected data

	<p>EXCUSED WITHDRWALS (EWs)</p> <ul style="list-style-type: none"> • Faculty are able to drop students with an EW that have been inactive and unable to contact • COVID-19 roster was created and uses the same processes and automation that already exist for regular faculty drops • What is the difference if we give a student an EW or a W <ul style="list-style-type: none"> ◦ EW doesn't count against a student and is more favorable for international and VA students ◦ EW is a more favorable grade overall • Michael Copenhaver (sitting in for Barbara) reviewed the Federal Student Aid guidance that was just released on Friday <ul style="list-style-type: none"> ◦ An institution is not required to return Title IV funds as a result of student withdrawals related to a qualifying emergency ◦ Giving an EW to a student may affect their satisfactory academic progress <ul style="list-style-type: none"> ▪ To exclude attempted credits from SAP, an institution must have reasonably determined that the student's failure to complete those credits was the result of COVID-19 related • Sean communicated that the District has taken the stance that the process outlined for use of the COVID-19 Faculty Drop Roster meets the criteria regarding a reasonable determination. • Action: Sean will send a communication memo to faculty. <p>PROMISE Ws</p> <ul style="list-style-type: none"> • Discussion whether or not promise students who drop must retain full time eligibility to maintain promise eligibility • Initial CCCCCO guidance said that their interpretation is that they had to complete 12 units and cannot drop during the semester to remain eligible for the promise – now this is under the district's discretion • Students can receive an EW for extenuating circumstances • Students may maintain eligibility if they drop below 12 units as long as they had an extenuating circumstance • Petitions committee should have criteria to review why the student thinks they can still be eligible for promise • Action: Cynthia will work on developing recommendations for the petition committee <p>PROMISE ELIGIBILITY GAP</p> <ul style="list-style-type: none"> • Review proposal to determine if students who don't want to take online courses in fall can take the semester off, should maintain eligibility • If students have an extenuating circumstance (COVID-19 or something else outside of their control), the students should still remain eligible but will only get the promise for 2-years from when they first receive it
<p>C. Student Health Fee Increase</p>	<ul style="list-style-type: none"> • It was recommended that student health fees should not be increased for fall due to COVID-19, increase will occur next year 2021-22.
<p>D. Workforce Training Coordinating Committee (WTCC)</p>	<ul style="list-style-type: none"> • WTCC met on May 15 and discussed our goals, especially during this downturn there will be a need to jumpstart the economy, upscaling or retraining employees • The committee established the following vision, goals, and expectations/norms: <p>Vision: Advocate strongly for Career Education</p> <ul style="list-style-type: none"> ◦ During an economic downturn there is a need for career training ◦ CCCCCO noted that we are the key providers to the front lines and ultimately the backbone in our community <p>Goals:</p> <ol style="list-style-type: none"> 1. Determine a strategy to advocate for our programs – employer engagement, marketing, and outreach 2. Identify the short-term and long-term needs of our existing students and those coming in as well as displaced workforce using data <p>Expectations/Norms:</p> <ul style="list-style-type: none"> • Commitment to collaboration (everyone on board) • Accountability to the decisions made • Sharing resources and information • Data-informed

	Task Groups <ul style="list-style-type: none"> • Employer database • Marketing/outreach to students • Research data • Identify short-term workforce training opportunities • Review career education data that give us high outcomes and how we compare to the labor market
E. Curriculum	No items discussed
F. Guided Pathways	No items discussed
G. Strong Workforce	No items discussed
H. Operational Assessments/Needs	No items discussed
I. Board Policies and Administrative Procedures Review	
<i>1st Read</i>	
<ul style="list-style-type: none"> • BP/AP 4022 Course Approval <ul style="list-style-type: none"> - CCLC Update 36 – AP was updated to include requirements related to the course approval of non-credit courses. - The Curriculum Committees – Jeff and Cindy. • BP/AP 4220 Standards of Scholarship <ul style="list-style-type: none"> - CCLC Update 36 – BP/AP updated to replace the term “credit by examination” with “credit for prior learning” pursuant to terminology in Title 5 Section 55050. - BP can move forward with the updates and it was recommended not to create the AP. • BP/AP 4235 Credit by Examination (Credit for Prior Learning) <ul style="list-style-type: none"> - CCLC Update 36 – policy is updated to replace the term “credit by examination” with “credit for prior learning” pursuant to terminology in Title 5 Section 55050. The procedure also identifies new local procedures that must be added to meet credit for prior learning requirements. - This BP/AP should be reviewed by curriculum, articulation, and VA counselors. Jeff/Cindy will distribute. • BP/AP 4260 Prerequisites and Co-requisites <ul style="list-style-type: none"> - CCLC Update 36 – this procedure was updated to revise legal citations within the document. - BP/AP can move forward to DEC with minor changes noted on CCLC. • BP/AP 4400 Community Services Programs <ul style="list-style-type: none"> - CCLC Update 36 – BP policy was updated to replace the term “homemaking” with “family and consumer sciences”. The AP was updated. - BP/AP can move forward to DEC. • BP/AP 5010 Admissions and Concurrent Enrollment <ul style="list-style-type: none"> - Proposed to go to DEC in April, however we received CCLC Update 36. - CCLC Update 36 – BP was updated to include student in an adult education program administered by a school district or noncredit program administered by a community college district as someone that is eligible to attend as a special part-time student - Barbara and Greg in Admissions and Records will review. • BP/AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students <ul style="list-style-type: none"> - CCLC Update 36 – this procedure was updated to incorporate changes in the law pertaining to College and Career Access Pathways (CCAP) partnerships between community college districts and school districts. - Barbara and Greg in Admissions and Records will review. • BP/AP 5030 Fees <ul style="list-style-type: none"> - CCLC Update 36 - BP was updated to reflect the new legal requirement that students be charged a \$2.00 student representation fee, and that students may refuse to pay the fee on a form that is used to collect fees. - CCLC Update 36 - AP was updated to reflect that the student representation fee is now a required fee for those districts that have a student body association. This procedure was updated to modify the list of prohibited fees to include students who have been exonerated of crimes through a writ of habeas corpus or pardon. This procedure was updated to replace the term “credit by examination” with “credit for prior learning.” - VPs of Student Services along with Barbara and Greg in Admissions and Records will review. • BP/AP 5040 Student Records, Directory Information, and Privacy <ul style="list-style-type: none"> - Proposed to go to DEC for May, however we received CCLC Update 36. 	

- The procedure was updated to incorporate the rights provided under the Educational Debt Collection Practices Act, which prohibits districts from withholding transcripts as a debt collection tactic.
- VPs of Student Services along with Barbara and Greg in Admissions and Records will review.
- [BP/AP](#) 5055 Enrollment Priorities
 - CCLC Update 36 – this procedure was updated to add former homeless youth to the list of students who have enrollment priority
 - We need to have a definition of a high unit major.
 - VPs of Student Services and Admissions and Records will review with CIOs.
- [BP/AP](#) 5530 Student Rights and Grievances
 - CCLC Update 36 – this procedure was updated to remove a use note in the section addressing appeals and update the appeal procedures to make it more streamlined.
 - VPs of Student Services and Deans of Student Affairs will review.

2nd Read

- [BP/AP](#) 5035 Withholding of Student Records for Nonpayment of Financial Obligations
 - Due to AB 1313, we can no longer withhold transcripts; therefore will be reviewed by VPSS and Dean/Director of Admissions and Records.
 - BP/AP can move forward to DEC.
- [BP/AP](#) 5050 Student Success and Support Program
 - This is a CCLC update. Raad Jerjis and James Canady will review this with their counseling teams.
 - It was suggested that we would 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.
 - This is still under review with counseling.

3rd Read

- [BP/AP](#) 4105 Distance Education
 - This is a CCLC update. Jeff and Cindy took this to their Distance Education Coordinators and made recommendations.
 - BP/AP can move forward to DEC.
- [BP/AP](#) 5015 Residence Determination
 - This is a CCLC update and the council recommended Admissions and Records to review.
 - BP/AP can move forward to DEC.
- [BP/AP](#) 5020 Nonresident Tuition
 - This is a CCLC update 35 and the council recommended Admissions and Records to review.
 - Aaron stated that he would like to review this policy again.

4th Read

- [BP/AP](#) 5520 Student Discipline Procedures
 - Proposed to go to DEC in May however it was recommended to highlight only the main points/content.
 - VPs of Student Services and Deans of Student Affairs will review.