



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, August 24, 2020 3:00–5:00 p.m.

Zoom- <https://cccconfer.zoom.us/j/97087409172>

Phone +1 669 900 6833

Meeting ID: 97087409172

VC Student & Institutional Success, Chair	Sean Hancock	<input checked="" type="checkbox"/>	Dean, Counseling Services-GC	Martha Clavelle	<input checked="" 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	Manuel Mancillas-Gomez	<input checked="" type="checkbox"/>	Instructional Dean-GC	Eric Klein	<input checked="" type="checkbox"/>
Vice President, Academic Affairs-GC	Marshall Fulbright	<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	Aaron Starck	<input checked="" type="checkbox"/>
Vice President, Student Services-GC	Marsha Gable	<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	MariaDenise Aceves	<input checked="" type="checkbox"/>
Int. Sr. Dean, College Planning & Instit. Eff.-GC	Joan Ahrens	<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 checked="" type="checkbox"/>	Dean, Career & Technical Education-CC	Larry McLemore	<input checked="" 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	Kaelin Mastronardi	<input type="checkbox"/>	Director, Enterprise Systems	Michael Carr	<input checked="" type="checkbox"/>
President, Assoc. Student Government-CC	Kristie Macogay	<input checked="" type="checkbox"/>	Recorder	Myra Lomahan	<input checked="" type="checkbox"/>
Faculty Representative-GC	Taneisha Hellon	<input type="checkbox"/>	<i>Resource Personnel:</i>		
Faculty Representative-CC	Miriam Simpson	<input checked="" type="checkbox"/>	<i>Chancellor</i>	Lynn Neault	<input type="checkbox"/>
Classified Senate representative-GC	Cindy Emerson	<input checked="" type="checkbox"/>	<i>President-GC</i>	Nabil Abu-Ghazaleh	<input type="checkbox"/>
Classified Senate representative-CC	Ari Ahmadian	<input checked="" type="checkbox"/>	<i>President-CC</i>	Julianna Barnes	<input type="checkbox"/>

Discussion Items	Action and Follow-Up
A. Welcome	Welcome to Fall Semester! Sean welcomed the new members.
B. Work Experience <ul style="list-style-type: none"> • PE20 Cooperative Career Education • PPE20-F6 Work Experience Agreement Transmittal Form • WEX Agreement Contract 	<p>This agenda item was recommended by Cuyamaca and the following were discussed:</p> <ul style="list-style-type: none"> • It is important the process or forms are not changed without proper authorization so we don't lose our Work Experience approval from the State Chancellor's office. • Javier and Larry update the forms with the curriculum chairs as needed, the forms currently do not require any updates. • Cindy Morrin requested the pdf forms to be fillable and allow electronic signatures. <ul style="list-style-type: none"> ○ All the forms to the left are official forms except the learning objectives worksheet. ○ It was also recommended all forms include translation (Arabic and Spanish) and student would still sign the English pdf form.

<ul style="list-style-type: none"> • WEX PE20 F5 Instructor Load Record • Employer Evaluation • Grossmont-Cuyamaca Approval • Student Information Sheet • Time Sheet Work Hours • Learning Objectives Worksheet 	<ul style="list-style-type: none"> • ACTION: Nicole Jones and Cindy Morrin will make the forms fillable and include translation. • ACTION: Myra will email SISC members the forms and post under the colleges' Forms Depot webpage.
<p>C. Wi-Fi Access in the parking lots</p>	<p>Sean mentioned we will have temporary portable access points (rented units) in the parking lot, while we work on the permanent project.</p> <ul style="list-style-type: none"> • The company we are renting the portable access points is setting up time to scope out what is needed with Ken in district facilities. • ACTION: Sean will send an update once we are set up in the parking lot.
<p>D. Student Technology</p>	<p>Sean said Chancellor's Cabinet is relying on the colleges in making the decisions on how to disperse CARES Act funds for equipment.</p> <ul style="list-style-type: none"> • The colleges are working on identifying laptops and hot spots and how many to order through different CARES funding sources. • Grossmont distributed Chromebooks to 261 students in categorical and athletic programs. • Cuyamaca is in discussion if they will purchase laptops to give to students or allow students to purchase their own. • Both colleges are discussing the lending library. • Chancellor's Cabinet is receiving feedback on loaners vs. purchasing and whether it be Chromebooks or Dell laptop.
<p>E. Grading Policies and Practices</p>	<ul style="list-style-type: none"> • There was the following discussion regarding EWs. • Students can continue to petition for an EW due to COVID reasons. EWs are not new and won't go away but may have federal financial aid implications. • Feds have not provided relief from the financial aid perspective to continue EWs which was only relief provided during spring. <ul style="list-style-type: none"> ○ Friday communication- relief was extended to do what we did in spring for fall. ○ The EW option will not be available in Self-Service this fall, students must go through the petition process.
<p>F. Suspend probation and dismissal during the pandemic (Spring and Fall 2020 and probably Spring 2021)</p>	<p>For fall, It is recommended we would do what we did in spring, suspend dismissal and continue those who were on probation.</p> <ul style="list-style-type: none"> • Students on probation triggers support and us reaching out to the students. • ACTION: Sean will make this recommendation to Chancellor's Cabinet.
<p>G. Coordinated support plan for courses that are difficult to offer remotely</p>	<p>A coordinated, district-wide approach to providing resources to the challenges associated with courses specifically in labs is recommended.</p> <ul style="list-style-type: none"> • The courses are difficult to convert and we have no resources in our budget to transition online. • We need support for software to perform particular tasks at home, such as access to studio space for performing arts and career education for hands-on experience. • We don't want to cancel classes, it will impact student's completion. • Marshall said Grossmont is developing a way to increase the number of labs on campus.
<p>H. Promise</p> <ul style="list-style-type: none"> • FT Unit Threshold 	<p>Per CCCC, We do not count for the minimum of 12 units, however colleges can define this moving forward based on their policy and decision.</p>

	<ul style="list-style-type: none"> We can set a threshold where the student would be able to drop one class and won't be penalized for the subsequent semester (9 unit threshold). Enrolled in 12 units vs completion of 12 units. Intent of legislation is to help motivate students and pay for students for timely completion which supports the vision for success. ACTION: Cynthia to look at other colleges' policies and threshold. Aaron will also talk to others for their perspective and bring back for further discussion.
I. Workforce Training Coordinating Committee (WTCC) Update	<p>Next WTCC Meeting is scheduled this Thursday, August 27th.</p> <ul style="list-style-type: none"> Tina Ngo Bartel, Director of the Center of Excellence for Labor Market Research (COE) will be joining us to review regional programs that have been resilient through the pandemic.
J. Curriculum	<p>Dee Aceves reviewed the priorities of the Curriculum Committee.</p> <ul style="list-style-type: none"> Culturally responsive DEI efforts – Cuyamaca has cultural diversity graduation requirements. Exploring alignment – closely align at the course level, forms and processes, as well as local GE areas. Professional development – bring together our Curriculum Committees and train as a district around DEI. We are getting a curriculum software management program to better align forms and processes. We are waiting for State Chancellor's office to provide the vendor.
K. Guided Pathways	No items discussed.
L. Strong Workforce	No items discussed.
M. Operational Assessments/Needs	No items discussed.
N. Board Policies and Administrative Procedures Review	
2nd Read	
<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 No discussion. 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 will be reviewed by the curriculum committee along with review by the articulation officers. A certification is due to CCCCO by December 31st, who will be coordinating and submitting this? ACTION: Dee and Cindy will follow up with Sean. BP/AP 5010 Admissions and Concurrent Enrollment <ul style="list-style-type: none"> Proposed to go to DEC for 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 No discussion. 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 No discussion. 	

- [BP/AP](#) 5030 Fees
 - 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 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."
 - No discussion.
- [BP/AP](#) 5040 Student Records, Directory Information, and Privacy
 - Proposed to go to DEC in 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.
 - No discussion.
- [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
 - No discussion.
- [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
 - No discussion.

3rd Read

- [BP/AP](#) 5050 Student Success and Support Program
 - CCLC update 35 - This procedure was updated to add optional language for districts that receive funding from the Student Equity and Achievement Program consistent with new requirements of Title 5 Section 55522 subdivision (i).
 - BP – change to "equitable"
 - SSSP became SEAP however we still have SSSP policies
 - **ACTION: Myra will email back to Raad and Gary for further review**

4th Read

- [BP/AP](#) 5020 Nonresident Tuition
 - This is a CCLC update 35 and the council recommended Admissions and Records to review
 - Aaron stated he would like to review this policy again
 - No discussion

5th Read

- [BP/AP](#) 5520 Student Discipline Procedures
 - This is a 6-year review and was proposed to go to DEC in May however it was recommended to highlight only the main points/content
 - **ACTION: Move to Cabinet with updates**

O. Other discussion: AB 1504 Student Representation Fee	<p>Students are able to opt out of the student representation fee.</p> <ul style="list-style-type: none"> • Dual enrollment students is a manual process and does not have a form for students to opt out. • We can waive the student rep fee for dual enrollment students. <ul style="list-style-type: none"> ○ It was recommended that our systems do this automatically, rather than A&R creating a list and the cashiers manually clear the fee for over 800 GC and 500 CC dual enrollment students. • Business Services/Accounting has to separate the \$1 to state and \$1 to student body.
P. SISC Next Meeting	Monday, September 28, 3:00-5:00 PM, Zoom