



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, September 28, 2020 3:00–5:00 p.m.

Zoom- <https://cccconfer.zoom.us/j/96970324045>

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| VC Student & Institutional Success, Chair | Vacant | <input type="checkbox"/> | Dean, Counseling Services-GC | Martha Clavelle | <input checked="" type="checkbox"/> |
| AVC, Research, Planning, & Technology | Vacant | <input 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 checked="" 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 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 type="checkbox"/> | Director, Community & Workforce Partnerships | Cynthia Nagura | <input checked="" type="checkbox"/> |
| President, Assoc. Students-GC | Kaelin Mastronardi | <input checked="" type="checkbox"/> | Director, Enterprise Systems | Michael Carr | <input type="checkbox"/> |
| President, Assoc. Student Government-CC | Kristie Macogay | <input type="checkbox"/> | Recorder | Myra Lomahan | <input checked="" type="checkbox"/> |
| Faculty Representative-GC | Taneisha Hellon | <input type="checkbox"/> | Guest: Articulation Officer/Counselor | Tacey Hosley | <input checked="" type="checkbox"/> |
| Faculty Representative-CC | Miriam Simpson | <input checked="" type="checkbox"/> | Resource Personnel: | | |
| Classified Senate representative-GC | Cindy Emerson | <input type="checkbox"/> | Chancellor | Lynn Neault | <input type="checkbox"/> |
| Classified Senate representative-CC | Ari Ahmadian | <input checked="" type="checkbox"/> | President-GC | Nabil Abu-Ghazaleh | <input type="checkbox"/> |
| Admin Association Representative | Wayne Branker for Barbara Gallegos | <input checked="" type="checkbox"/> | President-CC | Julianna Barnes | <input type="checkbox"/> |

| Discussion Items | Action and Follow-Up |
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| A. Welcome | Dr. Marsha Gable chaired this meeting. |
| B. 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 | |

- Dee and Cindy were not able to review this BP/AP with their Curriculum Committees.
- [BP/AP 4235 Credit by Examination \(Credit for Prior Learning\)](#)
 - CCLC Update 36 – policy is updated to replace the term “credit by examination” with “credit for prior learning” (CPL) 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 were reviewed by Dee, Cindy, Curriculum Committee at Grossmont, Technical Review Committee at Cuyamaca, CTE Deans along with review by the articulation officers. Tacey Hosley joined the meeting to discuss the updates.
 - The following items were discussed:
 - o They used the BP/AP templates developed by fellow Region X, CPL pilot school – Palomar College
 - o Highlights reflect Title 5 statutes that need to be confirmed as still applicable
 - o Each section is titled
 - o The AP is broad to allow faculty to have some flexibility to implement and develop CPLs at each campus especially the CE programs
 - o The BP needs to only show Chancellor not Chancellor/Presidents
 - A certification is due to CCCCC by December 31st. **Action: Myra to find out who will be coordinating and submitting the information.**
 - The BP/AP will move forward to Cabinet/DEC
- [BP/AP 5010 Admissions and Concurrent Enrollment](#)
 - 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 whom is eligible to attend as a special part-time student
 - Aaron and Greg have no additional changes to the posted BP/AP
 - Wayne recommended the colleges internally determine who the “designee” is for the various sections, such as residency, it may be the Dean/Director of Admissions and Records at each campus
 - The BP/AP will move forward to Cabinet/DEC
- [BP/AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students](#)
 - 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
 - Per Aaron, a few areas of the legal advisory language on the AP were deleted. The language would require a change in business practice/operations requires more review of high school applicants. For a HS structure, they would have to provide written approval from their board and demonstrate how they are prepared.
 - In addition, the colleges should also determine who the “designee” is for the various sections and it may be the Dean/Director of Admissions and Records
 - No additional updates on the BP
 - BP/AP will move forward to Cabinet/DEC
- [BP/AP 5030 Fees](#)
 - CCLC Update 36 - BP was updated to reflect the new legal requirement students be charged a \$2.00 student representation fee, and that students may refuse to pay the fee on a form 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.”
 - Aaron mentioned the legal advisory the word “shall” is used and recommends it be replaced to “may” under the international student section
 - Transportation section was recommended by CCLC was removed, our district does not have this cost
 - BP/AP will move forward to Cabinet/DEC
- [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
 - Aaron and Greg stated there were no additional changes, we need to work on the business operations
 - BP/AP will move forward to Cabinet/DEC

- [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
 - Aaron stated they had no additional changes to the BP
 - Aaron recommended on behalf of other members to add Umoja and Puente to Group 2 priority. Grossmont already includes them.
 - Martha asked if we can discuss also adding dreamers and restorative justice scholars
 - It was agreed we should include Umoja and Puente on the list of enrollment priorities on the AP for board approval to have this ready for spring enrollment
 - Marshall recommended we work on revising the AP and not list it specifically by groups but establish learning communities
 - Marsha mentioned the list is by groups/programs due to criteria and how its coded in the system
 - Action: Myra will update the AP to include Umoja and Puente and move forward to Cabinet/DEC.
 - Action: A sub-committee will be formed to discuss enrollment priorities, how to categorize them into learning communities, and add additional groups. They will make recommendations before end of spring.
 - Members whom volunteered where the following:
 1. Marsha Gable
 2. Greg Vega
 3. Aaron Starck
 4. Wayne Branker
 5. Nicole Jones
 6. Marshall Fulbright
 7. Martha Clavelle
 8. Miriam Simpson
 9. Courtney Williams
 10. Javier Ayala
 - The BP/AP will move forward to Cabinet/DEC
- [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
 - Marsha said this was reviewed by Sara Varghese and Lauren Vaknin, Deans of Student Affairs. They worked with an attorney/consultant from ATIXA (Association of Title IX Coordinators). Title IX group worked with ATIXA to make the recommended edits to the policies.
 - Wayne mentioned A&R receives petitions where a student has a challenge due to a complaint about an instructor and stated these should go to student affairs if they are not petitioning a change in grade
 - The BP/AP will move forward to Cabinet/DEC

4th Read

- [BP/AP](#) 5020 Nonresident Tuition
 - This is a CCLC update 35 and the council recommended Admissions and Records to review
 - Aaron and Greg had no additional changes
 - Grossmont posted this on their website, however Wayne noted when we converted to the new website it wasn't moved over. This is in the process for updating.
 - The BP/AP will move forward to Cabinet/DEC
- [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).
 - Nicole said the department chair and counselors reviewed this and was aligned at both colleges
 - Courtney also said former chair, James Canady provided input as well
 - The BP/AP will move forward to Cabinet/DEC

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| C. Academic Calendar Committee Meeting update | <ul style="list-style-type: none"> • Marsha stated the committee had two meetings, September 11th and 25th and reviewed the timeline: <ul style="list-style-type: none"> ○ At the next SISC Meeting, October 26th, we will have the draft 2021-22 & 2022-23 Academic Calendars to review ○ Then it will go to Chancellor's Cabinet & DEC Meeting on November 2nd ○ The Governing Board meeting is on November 10th |
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| | <ul style="list-style-type: none"> Jessica, co-chair reviewed the following: <ul style="list-style-type: none"> Veterans day falls on a Thursday, Veteran's day will be observed on November 11th We will show a 4-week Intersession with faculty having the flexibility to hold a course with 3-weeks Success data for a 3-week vs. 4-week course was reviewed Marshall, co-chair, recommended we come up with guiding principles There is no perfect calendar since the holidays can fall on different days The committee recommends classes not be held on thanksgiving week for 2021-22 calendar since Veteran's day falls on a Thursday Final draft will be sent via email to the committee for review |
| <p>D. Promise</p> <ul style="list-style-type: none"> Withdrawal threshold to maintain Promise status Promise Numbers – Fall 2020 Promise Persistence Rates Promise Benefit Options | <p>Cynthia presented a PowerPoint on the following promise updates:</p> <ul style="list-style-type: none"> W threshold to maintain Promise status <ul style="list-style-type: none"> CCCCO allows for more flexibility for student completion (does not have to complete 12 units) Are we okay if students drop below 12 units and still remain promise eligible for the following semester? Is the threshold 9 units? The 9 units was initially proposed because a student can drop a 3-unit course which is the majority of courses Other districts such as Southwestern, Mira Costa, SDCCD, Southwestern, Riverside, Norco, Cerro Coso, and Copper Canyon said they have not changed their threshold, they must complete 12 units to maintain promise eligible Legislation says a promise student must be enrolled in 12 units, doesn't specify completion, however this Aaron mentioned students can petition if they do not complete 12 units to be promise eligible for the next semester. Grossmont receives petitions. Jessica said Cuyamaca has not received any. Aaron stated when we started with AB19 the legislation wasn't clear what makes a full-time student whether enrolled or completed Wayne mentioned that over 60% of our promise students already get their tuition waived with CCPG (formerly BOG) <ul style="list-style-type: none"> He also said we would like to get more student support, an alert instead of dropping or getting dropped Action: Cynthia will gather additional promise data, such as why promise students are not completing 12 units, what promise students are petitioning for, how many are CCPG separated at each campus, etc. Marshall felt we shouldn't lower the threshold and raise the bar with student support, including tutoring for those impacted to close the gaps Marsha said the intent of the promise is for students to complete their educational goal in two years and ties with the CCCCCO Vision for Success Nicole stated we don't receive information on why the students are dropping to determine what type of intervention we need for these students Aaron noted our promise is currently a scholarship and not a program since we don't have specific support or staff to monitor the services at the campuses Marsha said we need to do a whole redesign/shift to create/facilitate a program at our colleges if this is what we want moving forward A few are concerned about a 9 unit threshold because some classes have more than 3-units such as science and other courses with labs Wayne said we should be able to extract data since these students are coded with an AB 19 or AB 2. Three options to determine if the student should be promise eligible in spring: <ol style="list-style-type: none"> 9 unit threshold One course (3, 4, or 5 unit course) Wait to review additional data Marsha proposed students can drop just one course whether it's a 3, 4, or 5 unit course rather than a fixed 9 unit threshold due to the urgency for spring enrollment Promise Enrollments, Fall 2018-2020 <ul style="list-style-type: none"> Promise students increased by 15% this fall vs 110% from fall 2018 to fall 2019 Total Promise Fall 2019 to total Promise Fall 2020 increased by 36% AB 2 extended the promise to 2 years Promise Persistence Rates, Fall 2018-2020 <ul style="list-style-type: none"> Persistence rates are consistent from fall to spring at 71% and then spring to fall semesters for AB 2 at 47%/48% From the data shared, we lose about 50% of students in the summer Action: Cynthia will provide more data disaggregating between those receiving CCPG and AB 19 funds separated by colleges along with the persistence rates |

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| | <ul style="list-style-type: none"> 2020-21 Promise Budget <ul style="list-style-type: none"> Cynthia provided a breakdown of the actual expenses and projected expenses showing the remaining balance to spend We had a carryover from 2019-20 of \$313, 834 and received \$1,381,078 in 2020-21 We are giving \$250 education expenses for new CCPG students We spent \$700 for website maintenance Menu of Promise Benefits and Four Promise Models <ul style="list-style-type: none"> Chancellor's Cabinet asked us to review options to spend the rest of the funds now that fall is paid out with a few petitions still in process We have \$594K balance and looking at different options to spend approximately \$300K Cynthia recommends to not spend \$300K balance and rollover anticipating budget cuts and other padding The balance can be spent immediately based on the four promise model option <ul style="list-style-type: none"> Option A: \$125 educational expense grant and peer mentor/ambassador Option B: \$125 educational expense grant and tutoring Option C: Peer mentor/ambassador and tutoring Option D: Tutoring only Jessica said she reviewed the proposals with President's Cabinet and Directors/Deans and they like Option C (1st choice) and Option A (2nd choice) Ari is concerned about the sustainability of peer mentors to cover 700+ students at Cuyamaca Marsha stated her preference is for Option A, though still needs to discuss with Grossmont for feedback Cynthia said CCCCCO has been flexible on how we spend the rollover funds Nicole suggested we would institutionalize and sustain the options Cynthia said this was difficult since we don't know how much funds are required for fall new promise students Marsha noted Miramar's promise is not a program and was a scholarship, the colleges would receive funding <ul style="list-style-type: none"> Miramar had outreach ambassadors to motivate students, increase persistence/retention, and events and activities The funds were used for all students and not specifically for those receiving promise funds Action: All constituents to take back the options and review what is best to spend the promise funds balance. This will be discussed at the next SISC meeting. |
| E. SG21- CCCCCO, MIS Data Element, Student Work-Based Learning Element | <p>Javier stated we need to track Work Based Learning (WBL), such as internships and job shadows</p> <ul style="list-style-type: none"> We need to review our data reporting Strong Workforce funds will be tied to the data report to make sure we are doing appropriate job placements and internships Data shows when an individual participates/engages in a WBL situation, they increase their chances by 60% within the first 6 months |
| F. Workforce Training Coordinating Committee (WTCC) Update | <p>Javier provided an update on the last WTCC meeting:</p> <ul style="list-style-type: none"> The meeting consisted of updates from adult education, workforce training, and WTCC goals. He reviewed three items: <ol style="list-style-type: none"> Overlapping goals between both colleges such as coordinated career services, job placement, WBL, 21st century skill sets, resume building, and interview prep Investments for the region – Guided Pathways Road to Success map for the region and shared the FRED graph showing unemployment rates Resilient Jobs Report – jobs during the resilient period were added based on unemployment federal reserve bank and shows all the jobs we train for at the colleges |
| G. Curriculum | <p>Dee and Cindy provided the following curriculum updates:</p> <ul style="list-style-type: none"> Making good progress with DE an DRT submission will be on the November board packet Cindy discussed WBC at the IEC meeting at looking at course outline of records to identify WBL Moving towards alignment in our processes in curriculum and GE package Cuyamaca started their cultural diversity requirement and hope Grossmont will adapt this <ul style="list-style-type: none"> Cuyamaca has a political science course focused on race and gender will be offered in fall 2021 along with additional courses faculty is submitting to meet this requirement |

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| | <ul style="list-style-type: none">○ Alicia said dual enrollment at the local high schools and charter schools are offering an ethnic requirement in spring to meet this requirement● We are getting more guidance so we can align all three populations (high school, community college, and CSUs) especially if this ends up being legislative● Cindy and Dee met with their DE Coordinators to update the distance ed curriculum form with new language to include partial, fully online courses, and ERT rather than have two separate forms |
| H. Guided Pathways | No discussion |
| I. Strong Workforce | Javier provided updates in a previous agenda, Item E and F. |
| J. Operational Assessments/Needs | No discussion |
| K. SISC Next Meeting | Monday, October 26, 3:00-5:00 PM, Zoom |