



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, February 22, 2021, 3:00–5:00 p.m.

Zoom- <https://cccconfer.zoom.us/j/94759263750>

VC Student & Institutional Success	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 & SSSP-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, Co-Chair	Marshall Fulbright	<input checked="" type="checkbox"/>	Instructional Dean-CC/Int. VP Instruction-CC	Alicia Munoz	<input checked="" type="checkbox"/>
Vice President, Instruction-CC	Pat Setzer	<input checked="" type="checkbox"/>	Int. Dean, Admissions & Records, Fin. Aid-GC	Barbara Gallegos	<input checked="" type="checkbox"/>
Int. Vice President, Student Services-GC	Aaron Starck	<input checked="" type="checkbox"/>	Director, Admissions & Records-CC	Greg Vega	<input checked="" type="checkbox"/>
Vice President, Student Services-CC, Co-Chair	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"/>
Dean, Student Success & Equity-CC	Jesus Miranda	<input checked="" type="checkbox"/>	Director, Community & Workforce Partnerships	Cynthia Nagura	<input checked="" type="checkbox"/>
President, Associated Student Government-GC	Kaelin Mastronardi	<input type="checkbox"/>	Director, Enterprise Systems	Michael Carr	<input type="checkbox"/>
President, Associated Student Government-CC	Kristie Macogay	<input checked="" type="checkbox"/>	Academic Senate President Elect - GC	Pearl Lopez	<input checked="" type="checkbox"/>
Faculty Representative-GC	Taneisha Hellon	<input type="checkbox"/>	Recorder	Myra Lomahan	<input checked="" type="checkbox"/>
Faculty Representative-CC	Moriah Gonzalez-Meeks	<input checked="" type="checkbox"/>	Resource Personnel:		
Classified Senate representative-GC	Cindy Emerson	<input checked="" type="checkbox"/>	Chancellor	Lynn Neault	<input type="checkbox"/>
Classified Senate representative-CC	Ari Ahmadian	<input checked="" type="checkbox"/>	Interim President-GC	Marsha Gable	<input type="checkbox"/>
Admin Association representative	Wayne Branker	<input checked="" type="checkbox"/>	President-CC	Julianna Barnes	<input type="checkbox"/>

Discussion Items	Action and Follow-Up
A. Welcome	<p>Jessica Robinson and Marshall Fulbright III will be co-chairing SISC for the spring meetings. Jessica Robinson welcomed the members and made introductions of the following new members and their role:</p> <ul style="list-style-type: none"> - Pearl Lopez, GC AS President elect - Alicia Munoz, Interim VP Instruction, CC (Pat Setzer's last meeting) - Aaron Starck, Interim VP Student Services, GC - Barbara Gallegos, Interim Dean A&R, Financial Aid, GC - Moriah Gonzalez-Meeks, Faculty Rep, CC (Miriam Simpson is currently on sabbatical) - Wayne Branker, Admin Association rep
B. Board Policies and Administrative Procedures Review	<p>Jessica noted that our district subscribes to CCLC Policy and Procedure Services to help us be federally-compliant with our BPs/APs. CCLC has a partnership with a law corporation to review before providing it to us. They send us regular updates (usually fall and spring) and we are able to update our BPs/APs. As much as possible, we attempt to match the CCLC version but can still insert our local practices.</p>

Jessica suggested we briefly open up each BP/AP and recommend who needs to review it and make any other comments.

1st Read

- [BP/AP](#) 2005 Student Success, Equity, and Access – 6-year review
 - This BP/AP does not exist with CCLC Policy and Procedure Services.
 - Action: VPSS's (Jessica/Aaron), VPI/VPAA (Alicia/Marshall), Deans Student Success Equity (Jesus/Lida), Sr. Deans Institutional Effectiveness (Bri/Joan), and Academic Senate (Denise/Pearl/Manuel) to review BP/AP.
- [BP/AP](#) 3050 Institutional Code of Ethics – 6-year review
 - There were no CCLC updates noted, we would put in our local practice.
 - Action: VPSS's (Jessica/Aaron), VPI/VPAA (Alicia/Marshall), and Sr. Deans Institutional Effectiveness (Bri/Joan) to review BP/AP.
- [BP/AP](#) 3200 Compliance with Accreditation Standards– 6-year review
 - References were updated on the BP/AP.
 - Action: VPSS's (Jessica/Aaron), VPI/VPAA (Alicia/Marshall), Sr. Deans Institutional Effectiveness (also the Accreditation Liaison Officers (ALOs)) (Bri/Joan) to review BP/AP. ALOs will review with faculty ALOs.
- [BP/AP](#) 3225 Institutional Effectiveness – 6-year review
 - References were updated on the BP/AP.
 - Action: VPSS's (Jessica/Aaron), VPI/VPAA (Alicia/Marshall), and Sr. Deans Institutional Effectiveness (Bri/Joan) to review BP/AP.
- [BP/AP](#) 4010 Academic Calendar – technical change
 - No changes to the BP.
 - Changes were made to the AP updating the Academic Calendar Committee reporting to now Student and Institutional Success Council (SISC) previously District Coordinating Educational Council (DCEC) which no longer exists.
 - Action: Send to Academic Calendar Committee for review.
- [BP/AP](#) 4021 Program Discontinuance – 6-year review
 - References were updated on the BP/AP.
 - Action: Curriculum committee faculty co-chairs (Cindy/Dee), VPI/VPAA (Alicia/Marshall), along with program review chairs (Bri Hayes, Tacey Hosley, Nancy Jennings, Joyce Fries, and Marshall Fulbright) to review BP/AP.
- [BP](#) 4030 Academic Freedom – 6-year review
 - References were updated on the BP.
 - CCLC has an AP available and it was recommended to create an AP with this BP.
 - Action: VPSS's (Jessica/Aaron), VPI/VPAA (Alicia/Marshall), Sr. Deans Institutional Effectiveness (Bri/Joan), and Academic Senate (Denise/Pearl/Manuel) to review BP and draft a new AP.
- [BP](#) 4040 Learning Resources Services – 6-year review
 - References were updated on the BP.
 - CCLC has an AP available and it was recommended to create an AP with this BP.
 - Action: Deans LTR (Eric/Kerry), VPI/VPAA (Alicia/Marshall), and Academic Senate (Denise/Pearl/Manuel) to review BP and draft a new AP.
- [BP/AP](#) 5030 Fees – technical review
 - Barbara requested this to be reviewed on behalf of Dr. Marsha Gable and Chancellor.
 - We have been issuing retro COVID EWs and we don't have a policy to give us guidance on reimbursements and the deadline to issue EWs. If we continue to issue EWs and reimbursement this may cause a fiscal issue.
 - We need to put limitations and update the BP/AP.
 - Action: VPSS's (Jessica/Aaron), Dean/Director/Supervisor A&R (Barbara/Greg/Wayne), and VPAA's (Bill McGreevy/Nicole Salgado) to review BP/AP.
- [BP/AP](#) 5052 Open Enrollment – 6-year review
 - No CCLC updates.
 - Action: Dean/Director A&R (Barbara/Greg) and VPSS's (Jessica/Aaron) to review BP/AP.
- [BP/AP](#) 5110 Counseling Services – 6-year review
 - References were updated on the BP/AP.
 - Action: Deans Counseling (Martha/Nicole) and VPSS's (Jessica/Aaron) to review BP/AP.
- [BP/AP](#) 5150 Extended Opportunity Programs and Services – 6-year review
 - BP/AP has CCLC updates.
 - Action: VPSS's (Jessica/Aaron) and EOPS Department (Agustin Orozco/Beverly Warren) to review BP/AP.
- [BP/AP](#) 5400 Associated Student Government Organization – 6-year review
 - BP/AP has CCLC updates.
 - Action: VPSS's (Jessica/Aaron) and Deans Student Affairs (Lauren/Sara) to review BP/AP.
- [BP](#) 5402 Student Clubs and Organizations – 6-year review
 - This BP/AP does not exist with CCLC Policy and Procedure Services.
 - Action: VPSS's (Jessica/Aaron) and Deans Student Affairs (Lauren/Sara) to review BP/AP.

- [BP/AP](#) 5410 Associated Student Government Organization Elections – 6-year review
 - BP/AP has CCLC updates.
 - **Action: VPSS's (Jessica/Aaron) and Deans Student Affairs (Lauren/Sara) to review BP/AP.**
- [BP](#) 5430 Solicitation of Funds from Students – 6-year review
 - This BP does not exist with CCLC Policy and Procedure Services. We have no AP.
 - **Action: VPSS's (Jessica/Aaron) and Deans Student Affairs (Lauren/Sara) to review BP.**
- [BP](#) 5525 Substance Abuse – 6-year review
 - This BP does not exist with CCLC Policy and Procedure Services. We have no AP.
 - **Action: VPSS's (Jessica/Aaron) and Deans Student Affairs (Lauren/Sara) to review BP.**
- [BP](#) 5570 Student Credit Card Solicitations – 6-year review
 - No changes to BP.
 - CCLC does have an AP. Do you want to develop an AP along with this BP?
 - **Action: VPSS's (Jessica/Aaron) and Deans Student Affairs (Lauren/Sara) to review BP.**

2nd Read

- [BP/AP](#) 4500 Student News Media (NEW)
 - This BP/AP was written by Joel Castellaw, Interim Dean, Arts Language and Communication and Dr. Marshall Fulbright III.
 - They were both reviewed by VPSS's, VPIs, instructional deans, and PIOs.
 - This BP/AP focuses on grievance and college news media is under media communications as part of instruction.
 - **Action: Move to Chancellor's Cabinet/DEC.**

C. 2021 P/NP Deadlines

- [Suspension of Grading Policy Election Deadlines](#)
- [Extension of Grading Policy](#)

Greg said CCCCCO released the executive orders of the following to give us flexibility of how we can implement pass/ no pass (P/NP) specifically waiving the requirement to hold students to the 30% point of the term to opt for P/NP.

- P/NP flexibility has been extended through the calendar year fall 2021.
- In consultant with Barbara, Wayne, and Aaron, we recommend to use the last day of each semester as the deadline for student to opt for P/NP. We want to start updating our website with this date.
- Aaron stated this is consistent with what we executed in the past, students have the last day of the semester to request.
- Our business processes is manual through A&R.
- Moriah said on the faculty side, you have a drop down menu of grade options that are available, either P/NP or letter grades to choose from. **Action: Greg will verify our system and clarify the drop down menu.**
- Ari said that an instructor will have to contact the instructor to submit a grade change form after the P/NP form was submitted and then faculty will have to determine the letter grade.
- Our system cannot be programmed so that the instructor enters a letter grade and the system automatically converts that to a P/NP. Aaron stated that an A, B, C is a passing grade. If grades are posted in a petition situation, we do go back and review.
- Aaron said we didn't have a formalized discussion before and wanted to make sure we are transparent districtwide and in alignment.
- Marshall and Jessica asked the members to answer yes/no to the following question: Does SISC support the last day of the term/semester to be the deadline to apply for the P/NP grade? Members were asked to put a yes or no in the chat and more than half the attendees said "yes."
- The written policy would be to attach the deadline to the CCCCCO executive order until the end of the calendar year 2021, the recommendation is the last day of the term/semester to be the deadline to submit P/NP grade.
- Denise recommends the process to be automated since some faculty do not respond after the semester ends.
- Aaron said we do not have the technology and currently a manual process.
- Is there any way to add a notes section added to the grading roster, faculty then could write in the letter grade for the NP/P? **Action: Greg will verify if we can add a notes section on the grade roster.**
- **Marshall stated with unanimous consent the recommendation is the last day of the term/semester to be the deadline to submit P/NP grade.**

<p>D. Promise</p> <ul style="list-style-type: none"> • Spring 2021 • Promise Survey • State Chancellor's Guidance Update 	<p>Cynthia shared the following Promise presentation and noted the following:</p> <ul style="list-style-type: none"> • The promise deadline for spring semester was last week on February 16th. • The 2nd slide shows the different cohorts with a total of 2400 students. The total number of spring students are not final. • The 3rd slide shows the promise enrollment and persistence rates from semester to semester. • The 4th slide show a table on the left of the increase of our numbers from one year ago. The right table is a comparison of persistence rates from one year ago. The persistence rates stayed steady or slight increase. <p>Cynthia thanked the promise survey taskforce to evaluate the recruitment, onboarding, and student communication as well as access to support services.</p> <ul style="list-style-type: none"> • We are currently finalizing the survey. • The survey will be sent via email looking at the different cohorts especially the mid-year of our first year students and take action as needed. • Cynthia asked if anyone can provide any donations for gift cards or other ideas to incentivize students to complete the survey. • Action: Cynthia said her goal is to provide the results at our next SISC meeting. • Do we have disaggregated promise data on who is receiving funds as well as retention and success by race, ethnicity, and gender? <ul style="list-style-type: none"> - Cynthia said at an alliance meeting, these slides were presented (not shared during this SISC meeting). - At the last SISC meeting, these slides were presented to show disaggregated data. - Moriah recommends that the promise information/data be easily accessible on the intranet. • Action: Cynthia to create a Promise intranet webpage with promise information/data. <p>CCCCO sent a Promise memo update in January. We are working on how these guidelines will apply and keep everyone posted.</p>
<p>E. District Repopulation Team Meeting</p>	<p>Student Services Repopulation Team Update:</p> <ul style="list-style-type: none"> • Jessica said they already had a few meetings and continued what was started in the student services rapid response team. They set up some norms about our assumptions of what it means to come back in the fall such as proper PPE, signage, and students making appointments or walking in. • Aaron sent a spreadsheet of what it may look like by department to include who would be coming in and what days. • We have to determine the equipment because staff took their computers/monitors home and if we return partially, we need to determine what we need. • We are looking at students making appointments and determining queuing technology. <p>Instruction Return to Campus Update:</p> <ul style="list-style-type: none"> • Marshall said he met with Alicia, Manuel, and Denise (co-chairs) to come up with a meeting schedule and initial plan for our buckets of discussion of how to return to campus (such as PPE, technology, and resources). • We have our first meeting this week and waiting for student reps. <p>The deadline to provide a recommendation is March 26th.</p>
<p>F. Reports</p> <ul style="list-style-type: none"> • Academic Calendar Committee 	<p>Academic Calendar Committee</p> <ul style="list-style-type: none"> • Jessica and Marshall currently co-chair the academic calendar. • The board approved the academic calendars in November. • We are working on guiding principles to use for the next academic calendar so the next co-chairs would use this to create the next calendar.

<ul style="list-style-type: none"> - 2021-22 Academic Calendar - 2022-23 Academic Calendar • Workforce Training Coordinating Committee 	<ul style="list-style-type: none"> • It is currently being reviewed by the taskforce and we plan to distribute next week to the Academic Calendar Committee (constituent groups) for feedback. <ul style="list-style-type: none"> - Some guiding principles on the draft guiding principles are: <ul style="list-style-type: none"> ○ The academic calendar will be developed with a student-centered mind based on maximized learning experiences, instructional and equitable approaches. ○ Thanksgiving week is usually an instructional week but could be in recess due to factors such as the minimum number of required instructional days and when holidays occur. ○ Highly recommend not to disrupt courses with a break a week or two before finals. ○ Spring Break shall be scheduled between the two eight-week sessions and with an effort to align with surrounding school districts. ○ Winter intersession should be 4-weeks. ○ Veteran's Day shall be observed on November 11. • Action: The final guiding principles will be shared at the next SISC meeting. <p>Workforce Training Coordinating Committee</p> <ul style="list-style-type: none"> • Javier said the Strong Workforce Development Consortium is having a curriculum event this Friday, February 26th to introduce faculty to develop curriculum/programs. Reach out to Dee for more information. • The SDICCCA Presidents shared some metrics with the Regional Oversight Committee (ROC) and shared overall how we are doing in the region. Compared to prior year, there is an increase of 17% in the number of CTE awards given over the prior year. There is an increase of 5.5% median in annual earnings and increase of 6% of noncredit CTE workforce preparation. • Region wide are looking at the employment sectors (such as manufacturing, transportation, health, and life sciences) reviewing the top codes and to see what has changed to determine our future investments in terms of curriculum and workforce development. • We are working with our employers who want to hire our students, exploring what type of students they need, and review the labor market data.
<p>G. Curriculum</p>	<p>Dee said we welcomed Krista Ames-Cook as our Interim Instructional Operations Supervisor. We slated to review over 300 courses and developed a new review process. We also are working towards the following:</p> <ul style="list-style-type: none"> • New curriculum system • Credit for prior learning state initiatives as part of the CCCCCO Vision for Success • Updating curriculum handbook • GE subcommittee to have conversations of alignment and preparation for Title 5 ethnic studies requirements <p>Cindy said Cuyamaca is excited for Alicia Munoz who is going to be the Interim VP Instruction. She confirmed all the great things they are working on as mentioned by Dee and reviewed the additional items:</p> <ul style="list-style-type: none"> • We have a tech review meeting tomorrow to review the Distance Education (DE) form with language updates and checklist to ensure an effective online virtual course.
<p>H. Guided Pathways</p>	<p>Grossmont: Courtney Williams and Lida Rafia</p> <ul style="list-style-type: none"> • Courtney said they solidified their ACPs and working on website design. • They are also embarking on program map work and looking at environment survey with faculty and staff. • With pathways navigation work, they went live with CCC MyPath and students can do the career coach questionnaire <p>Cuyamaca – Jesus Miranda and Moriah Gonzalez-Meeks</p> <ul style="list-style-type: none"> • Jesus said they are working on degree maps for our local AA and find a template for which faculty can use and transition this to the website • Pathways navigation work is similar to Grossmont • Main goal is to revisit what it means to be in guided pathways to have further conversation in the blueprint
<p>I. Strong Workforce</p>	<p>Javier said we are doing the next level of the Strong Workforce Institute 1.0 which started last year that allowed 25 faculty at each college to participate. They would look at job employment and review curriculum to support changes. We are now moving to Strong Workforce Institute 2.0.</p>

	Javier is excited that we flipped the switch on CCC MyPath.
J. Other	<ul style="list-style-type: none">• District Coordination of the Investigation of Zoom Bombing Incidents<ul style="list-style-type: none">- Jessica said we had a few incidents at both campuses which had interruptions in Zoom rooms.- At the DEC-ERPG meetings, Denise Schulmeyer requested that the incident be referred as a racist and misogynistic terrorist attack and Cindy Emerson said we need to respond beyond technology and have an outreach plan.- This has been a larger conversation with the PIOs and recommendations for practices/guidelines to make your Zoom meetings secured.- Action: Jessica to share Cuyamaca's Zoom practices/guidelines.<ul style="list-style-type: none">○ Safety setting up Zoom meetings/events○ Zoom security best practices• Jessica and Marshall mentioned this was Pat Setzer's last SISC meeting and have been with the district for over 25 years. Pat shared its hard work but good work, so "carry on".
K. SISC Next Meeting	Monday, March 22, 3:00-5:00 PM, Zoom