



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, March 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	Lauren Halsted	<input checked="" type="checkbox"/>
Int. Vice President, Instruction-CC	Alicia Munoz	<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 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	Vacant	<input type="checkbox"/>
President, Associated Student Government-CC	Kristie Macogay	<input type="checkbox"/>	Academic Senate President Elect - GC	Pearl Lopez	<input checked="" type="checkbox"/>
Faculty Representative-GC	Taneisha Hellon	<input checked="" 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	Michele Marten for 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	Drs. Robinson and Fulbright III welcomed the members and made introductions to the following: <ul style="list-style-type: none"> • Michele Marten, Classified Senate President Elect, attending on behalf of Cindy Emerson • Lauren Halsted, Interim Dean for Arts, Humanities, and Social Sciences, representing Cuyamaca Instructional Dean
B. Additions/Deletions to the Agenda	No additions/deletions to the agenda
C. Board Policies and Administrative Procedures Review	<ul style="list-style-type: none"> • Procedures and policies are not urgent unless specifically noted due to new regulations/legislation requirements, such as Credit for Prior Learning which was due in December 2020. • We will make recommendations to who will need to review the BP/AP, establish a lead, and the team can take it back to their committees, constituent groups, or departments as needed. The lead will collaborate with the other college.

- The lead can provide status updates and a timeline of when we can review the BP/AP.
- It was recommended that at the beginning of the year, Chancellor's Office will provide a list of BPs/APs up for their 6-year review and schedule them accordingly into the agenda or as needed per state/federal/accreditation.
 - CCLC also provides updates around March and October every year.

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.
 - Update: Jesus Miranda's team haven't reviewed this BP/AP and Lida is reviewing this at her next Student Success Council.
- [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.
 - Update: Todd McDonald, AVC Business Services, recommended to add Statement of Economic Interest Form 700 on the AP (2nd page). No other edits from the VPs and Sr. Deans. Bri Hayes would like to review this further to determine the focus of this BP/AP. We have outdated code of ethics. We need to determine if this addresses the whole district, focuses on the board, or staff/faculty facing students. They looked at other districts and colleges, and some are district wide or catered to specific groups. This will go back to 1st read.
- [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.
 - Update: Joan Ahren and Bri Hayes are coordinating review at both their colleges for IE governance groups.
- [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.
 - Update: Joan Ahren and Bri Hayes are coordinating review at both their colleges for IE governance groups. Bri also said they are reviewing this along with BP/AP 3250 Institutional Planning.
- [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.
 - Update: Cuyamaca program review chairs would like this BP/AP reviewed at their Program Review Steering Committee and will share with Grossmont.
- [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.
 - Update: Jessica Robinson will review this at the ED Services meeting.
- [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.
 - Update: Kerry Kilber Rebman and Eric Klein will take this BP to their Learning Assistance Committee for review. Eric said that Cuyamaca doesn't have staff and recommends to not draft an AP at this time. He will collaborate with his team and make recommendations.
- [BP/AP](#) 5030 Fees – technical review
 - Barbara Gallegos 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.
 - Update: Greg Vega, Barbara Gallegos, and Wayne Branker need to review further with the team and propose for the May agenda.
- [AP](#) 5203 Lactation Accommodation (NEW)
 - Human Resources Advisory Council (HRAC) initially received this AP for review and they believed it should be reviewed by SISC.

- No BP recommendations from CCLC. Do we want to move forward with also creating a BP?
- **Action: Recommend VPSS (Jessica/Aaron) and Deans of Student Affairs (Lauren/Sara) to review with the Health Center.**

2nd Read

- **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.
 - Update: Raad Jerjis and Martha Clavelle confirmed no changes from their teams and no additional changes from the Academic Calendar Committee.
 - **Action: This will move forward to Chancellor's Cabinet/DEC.**
- **BP/AP** 5052 Open Enrollment – 6-year review
 - No CCLC updates.
 - Update: Barbara Gallegos and Greg Vega had minor changes to both BP/AP.
 - **Action: This will move forward to Chancellor's Cabinet/DEC.**
- **BP/AP** 5110 Counseling Services – 6-year review
 - References were updated on the BP/AP.
 - Update: Raad Jerjis and Martha Clavelle confirmed no additional changes from their teams except to keep the title “Counseling Services” (whereas CCLC shows just “counseling”)
 - **Action: This will move forward to Chancellor's Cabinet/DEC.**
- **BP/AP** 5150 Extended Opportunity Programs and Services – 6-year review
 - BP/AP has CCLC updates.
 - Update: Beverly Warren and Agustin Orozco recommend to change the word “equal” to “equitable” on the AP, no additional edits to the CCLC updates.
 - **Action: This will move forward to Chancellor's Cabinet/DEC.**
- **BP/AP** 5400 Associated Student Government Organization – 6-year review
 - BP/AP has CCLC updates.
 - Update: No additional recommendations from VPs and Deans Student Affairs.
 - **Action: This will move forward to Chancellor's Cabinet/DEC.**
- **BP** 5402 Student Clubs and Organizations – 6-year review
 - This BP/AP does not exist with CCLC Policy and Procedure Services.
 - Update: No additional recommendations from VPs and Deans Student Affairs.
 - **Action: This will move forward to Chancellor's Cabinet/DEC.**
- **BP/AP** 5410 Associated Student Government Organization Elections – 6-year review
 - BP/AP has CCLC updates.
 - Update: No additional recommendations from VPs and Deans Student Affairs.
 - **Action: This will move forward to Chancellor's Cabinet/DEC.**
- **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.
 - Update: No additional recommendations from VPs and Deans Student Affairs.
 - **Action: This will move forward to Chancellor's Cabinet/DEC.**
- **BP** 5525 Substance Abuse – 6-year review
 - This BP does not exist with CCLC Policy and Procedure Services. We have no AP.
 - Update: One minor change updating the handbook name from Student Discipline Procedures Handbook to ‘Student Conduct Procedures.’
 - **Action: This will move forward to Chancellor's Cabinet/DEC.**
- **BP/AP** 5570 Student Credit Card Solicitations – 6-year review
 - No changes to BP.
 - Update: No additional recommendations from VPs and Deans Student Affairs.
 - **Action: This will move forward to Chancellor's Cabinet/DEC.**

D. Self-Service Filters	<p>Greg Vega said the Registration Triage Group is looking at the Self-Service filters. Jessica Robinson said for spring registration, new filters were added: 1st 8-week, 2nd 8-week, and Intersession.</p> <p>There is a desire to increase those filters due to nonstandard section dates and add other filters such as ‘other short-term sessions.</p> <p>As a district we need to figure out how to accommodate additional filters for students to find other short term classes without increasing the filter.</p>
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	<ul style="list-style-type: none"> ○ WebAdvisor allows more customizable filters and we want to propose similar filters on self-service. ○ It was recommended to have a student focus group to see how the system works and get student feedback. ○ Action: Jessica and Aaron will work together and collaborate with IT to see what options are available and discuss at the next SISC meeting.
<p>E. COVID EW Proposal</p> <ul style="list-style-type: none"> • Vision for Success Goals • Visions for Success CORE Commitments • Excused Withdrawals FAQ 	<p>Wayne Branker reviewed the Vision for Success Goals, Visions for Success CORE Commitments, and Excused Withdrawals FAQ to support his proposal to allow us to issue refunds due to EWs related to COVID through the end of the year December 2021.</p> <ul style="list-style-type: none"> • Last year in 2020, CCCCCO had a special exemption to allow us to refund the student fees due to an extenuating circumstance related to COVID which expired last semester. • The FAQs clearly state we are allowed to provide refunds to students who drop a course as a result of circumstances related to COVID using district funds. It won't cost the district a lot of funds based on the proposal. • Wayne said there is no deadline or discussions at another committee/council and believes the discussion should start at SISC. • Jessica noted she reached out to Sahar who said the district is required to refund EWs that come out of unrestricted general funds and further recommendations would go to Chancellor's Cabinet for approval. • When a student submits a petition for an EW related to COVID, they must provide documentation to support their claim and the petition committee would review. • Ari Ahmadian recommends we also provide refunds to EWs not related to COVID due to their extenuating circumstances. • Action: Jessica will reply to Sahar and copy Aaron Starck, Barbara Gallego, Wayne Branker, and Greg Vega to get clarification on the refund for EWs and funds if Sahar was referring to 2020 or new legislation the team is unaware of. We are proposing to continue refunds for 2021 through the end of the year. We will continue this discussion at the next SISC meeting with updates.
F. Promise Updates	<p>Cynthia Nagura shared a data presentation and highlighted the following:</p> <ul style="list-style-type: none"> • Disaggregated data by ethnicity broken down between promise and non-promise students (GCCCD students who were promise eligible, CA resident, and first-time students) who completed the semester with 12 or more units. • The data includes three semester average of fall 2018, spring 2019, and fall 2019. • The first slide represent the percentage of students who maintained 12 units or more broken by ethnicity: <ul style="list-style-type: none"> ○ Orange bar represents students and the black line are non-promise students ○ Overall 82% of promise students maintained 12 or more units in comparison of the 71% of promise eligible students who are not under the promise. • The second slide represents the percentage of students who dropped below 12 units, broken down by ethnicity: <ul style="list-style-type: none"> ○ Green bar represents the promise students and the yellow line represents non-promise. ○ A lower green bar of non-promise students shows a greater number who drop below 12 units than promise students, as represented by each ethnic group • The survey results will be available at the next SISC meeting. • Moriah Gonzalez-Meeks is interested to see how many of these students succeeded in addition to retention. • Action: Cynthia will provide data on success rates for each ethnicity group as a comparison between promise and non-promise students.
<p>G. District Repopulation/ Return to Campus Team Updates</p> <ul style="list-style-type: none"> • Student Services • Instruction • Employee Relations • Facilities 	<p>Student Services Updates provided by Jessica Robinson and Aaron Starck:</p> <ul style="list-style-type: none"> • Jessica and Aaron are looking at their individual campuses focusing on their student services departments. <ul style="list-style-type: none"> ○ Some staff may come back full-time, continue telecommute, or have a hybrid schedule ○ Reviewed SARS Que system. ○ Identify technology needs for hybrid employees. ○ Reviewing a software for electronic forms. <p>Instruction Updates provided by Alicia Munoz, Marshall Fulbright III, and Denise Schulmeyer:</p> <ul style="list-style-type: none"> • The team is finalizing recommendations and looked at overarching principles such as technology inventory in the classrooms. • They need to Identify hard to convert classes and strategize which can come back face-to-face with accommodations with social distancing and creative scheduling. • We need a robust professional development program to focus on new pedagogy as a result of teaching online since it requires a new set of skills and energy to engage students • Students need access to library, labs, bookstore, supplies, and tutorial services.

	<ul style="list-style-type: none"> • Faculty needs work space and printing capabilities. • Hire more instructional teacher assistants to help instructors with new modalities and embed tutors. • The recommendations are being made and we do need to develop a plan to assure classified and administration association is on board. <p>Employee Relations Updates provided by Denise Schulmeyer (who is not on the team but received a draft report):</p> <ul style="list-style-type: none"> • The team identified psychological reassurance, communication, training, and the need for flexible scheduling as their top priorities. • Barriers with personnel in facilities. • Need to find effective ways to communicate to employees. • Signage will be around on campus with instructions on what needs to be done, including physical distancing, washing hands, etc. • Weekly Monday morning communications with a daily checklist to include training videos. • Possibly have temperature stations on campus. • Questions regarding vaccination requirements, mask usage and enforcement, etc. • Need resources for mental health topics. • Requirements for sanitizing classrooms, who will be doing this and supplies need to be ordered. • Looking at ventilation/filtration in offices and classrooms. • Myth busting – address the misinformation and clear them up immediately. <p>Facilities – No updates provided.</p>
H. Curriculum	<p>Cindy Morrin and Dee Aceves provided the following joint curriculum updates:</p> <ul style="list-style-type: none"> • Board packets were approved at the board meeting last week. • Curriculum Management System (CMS) is moving forward. We are meeting to work on process timeline. • Implementing Credit for Prior Learning (CPL) language into the catalog. • Collaborating also on the distance education form.
I. Guided Pathways	<p>Lida Rafia noted the following updates for Grossmont:</p> <ul style="list-style-type: none"> • At the advisory committee last week, discussing and understanding degree maps which are different from program mapping. • Faculty coordinators will be working on communication and working with departments. • As part of cohort 2.0, Grossmont will be doing a culture climate scan to assess our readiness for larger scale change. <p>Jesus Miranda noted the following updates for Cuyamaca:</p> <ul style="list-style-type: none"> • Also working on degree maps but hesitant to move forward due to discussions regarding CSUG (sp?) updates. • Counseling provided a template. • Determining the process of updating, if it's the articulation officers, the department, etc.
J. Strong Workforce	<p>Javier Ayala and Larry McLemore provided updates:</p> <ul style="list-style-type: none"> • We are finishing up the 4 years and going into version 2.0 to prepare the next 4 years. • Workforce Training Coordinating Council is working on developing workforce strategic plans, looking at other colleges, reviewing data reports, and doing a survey to see what the needs are.
K. Other	No other items discussed.
L. SISC Next Meeting	Monday, April 26, 3:00-5:00 PM, Zoom