



## 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 24, 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 type="checkbox"/>
Int. AVC Technology	Kerry Kilber Rebman	<input checked="" type="checkbox"/>	Dean, Counseling-CC	Nicole Jones	<input 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 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 checked="" type="checkbox"/>
Dean, Student Success & Equity-CC	Jesus Miranda	<input checked="" type="checkbox"/>	Director, Community & Workforce Partnerships	Cynthia Nagura	<input checked="" type="checkbox"/>
Rep, Associated Student Government-GC	Benjamin Blevins	<input checked="" type="checkbox"/>	Director, Enterprise Systems	Vacant	<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"/>	Classified Senate President Elect – GC	Michele Martens	<input checked="" type="checkbox"/>
Faculty Representative-CC	Moriah Gonzalez-Meeks	<input checked="" type="checkbox"/>	Curriculum Committee Faculty Co-Chair 2021-22	Jane Gazale	<input checked="" type="checkbox"/>
Classified Senate Representative-GC	Cindy Emerson	<input checked="" type="checkbox"/>	Recorder	Myra Lomahan	<input checked="" type="checkbox"/>
Classified Senate Representative-CC	Ari Ahmadian	<input type="checkbox"/>	Resource Personnel: Chancellor	Lynn Neault	<input type="checkbox"/>
Admin Association Representative	Wayne Branker	<input checked="" type="checkbox"/>	Resource Personnel: Interim President-GC	Marsha Gable	<input type="checkbox"/>
			Resource Personnel: President-CC	Julianna Barnes	<input type="checkbox"/>

Discussion Items	Action and Follow-Up
A. Welcome	<p>Drs. Robinson and Fulbright welcome members of the council to this last meeting for the semester. Dr. Robinson thanked those who participated and collaborated this year and will no longer be a representative next academic year. She also introduced incoming members sitting in with their colleagues.</p> <ul style="list-style-type: none"> <li>• Jane Gazale, 2021-22 Curriculum Committee Faculty Co-Chair replacing Cindy Morrin.</li> <li>• Benjamin Blevins, Grossmont student trustee and rep for ASG and Kristie Macogay, Cuyamaca ASCC President</li> <li>• Thank you to Denise Schulmeyer, Cindy Morrin, Cindy Emerson, Moriah Gonzalez-Meeks, Aaron Starck, Barbara Gallegos, and Wayne Branker.</li> </ul>
B. Additions/ Deletions to the Agenda	Dr. Javier Ayala requested an update on student fraud.

C. Board Policies and Administrative Procedures Review

1<sup>ST</sup> 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.
  - Jesus Miranda's team haven't reviewed this BP/AP and Lida is reviewing this at her next Student Success Council and the team requires more time to review with their constituent groups.
  - **Update:** Jesus and Lida require more time for review and vetting and will have it ready for August meeting. This will remain 1<sup>st</sup> read.
- [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.
  - Todd McDonald, AVC Business Services, recommended to add Statement of Economic Interest Form 700 on the AP (2<sup>nd</sup> 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.
  - The team requires more time to review with their constituent groups.
  - **Update:** The current BP/AP focuses on board members but should address employees and their work more specifically. The group recommends we revisit this with more in-depth next academic year and gather input from all employee groups on the language. This will remain 1<sup>st</sup> read.
- [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.
  - Jessica Robinson will review this at the ED Services meeting and the team requires more time to review with their constituent groups.
  - **Update:** The team would like to revise the BP to include anti-racist and equity lens as well as discuss if an AP needs to be developed.
- [BP](#) 4045 Affordable Educational Resources – 6-year review
  - This is a 6-year review and an internal BP (CCLC does not have this in their list of policies).
  - **Action:** AS Presidents Denise/Pearl/Manuel, Deans Student Affairs Sara/Lauren, and VPSS Jessica and Aaron to review this BP.
- [BP/AP](#) 4110 Honorary Degrees – 6-year review
  - This is a 6-year review.
  - **Action:** VPI Alicia Munoz, VPAA Marshall Fulbright, and VPSS Jessica Robinson and Aaron Starck will review this BP/AP.
- [BP/AP](#) 5011 Admission and Concurrent Enrollment of High School and Other Minors – technical review
  - Aaron Starck requested a technical change on the AP that limits all high school students to 11 units.
  - **Action:** This will move forward to Chancellor's Cabinet/DEC.
- [BP](#) 5016 Veteran Affairs – 6-year review
  - This is a 6-year review and an internal BP (CCLC does not have this in their list of policies).
  - **Action:** VPSS Jessica Robinson and Aaron Starck will review this BP with the Veteran's Department.
- [BP/AP](#) 5020 Nonresident Tuition – CCLC update
  - This is a Spring CCLC update to reorganize the bullets into numbering sequence to clarify there are multiple factors that must be satisfied to qualify for the corresponding exemption.
  - **Action:** This will move forward to Chancellor's Cabinet/DEC.
- [BP/AP](#) 5030 Fees – technical review and CCLC update
  - 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 VPASs (Bill McGreevy/Nicole Salgado) to review BP/AP.
- Greg Vega, Barbara Gallegos, and Wayne Branker need to review further with the team.
- Update: We received spring CCLC update on this BP/AP and will require further review.
- [BP/AP](#) 5035 Withholding of Student Records – CCLC update
  - This is a Spring CCLC update to reflect changes to Title 5 Regulations that prohibit withholding grades or transcripts in an effort to collect a debt.
  - Action: A&R Departments (Barbara/Greg/Wayne) and VPSS's (Jessica/Aaron) will review this BP/AP.
- [BP](#) 5200 Student Health Services – 6-year review
  - This is a 6-year review and CCLC had some previous recommended language (not an update).
  - Action: This BP will be reviewed by our health services department and Deans Student Affairs (Sara/Lauren) and VPSS (Jessica/Aaron).
- [BP/AP](#) 5510 Off-Campus Student Organizations – 6-year review
  - This is a 6-year review. Based on a recent CCLC version, the references on the BP were updated.
  - Action: This will be reviewed by our Deans Student Affairs (Sara/Lauren), VPSS (Jessica/Aaron), and sent to CAPS (Nicole Conklin).
- [BP/AP](#) 5530 Student Rights and Grievances – technical review and CCLC update
  - Lauren Vaknin, Dean Student Affairs recommended changes. We also received the spring CCLC update.
  - Action: This will need to be reviewed again by Lauren and Sara, Deans Student Affairs to review CCLC update.

## 2nd 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.
  - Joan Ahren and Bri Hayes are coordinating review at both their colleges for IE governance groups and the team requires more time to review with their constituent groups.
  - Update: The team reviewed and made recommendations to the AP 3200, no changes to BP 3200.
  - Action: This can move forward to Chancellor's Cabinet/DEC.
- [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.
  - 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. The team requires more time to review with their constituent groups.
  - Update: The team reviewed and made recommendations to update both BP/AP with content from BP/AP 3250. They recommend to eliminate BP/AP 3250 from our list of BP/APs. No additional comments were made.
  - Action: This can move forward to Chancellor's Cabinet/DEC.
- [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.
  - Cuyamaca program review chairs would like this BP/AP reviewed at their Program Review Steering Committee and will share with Grossmont. The team requires more time to review with their constituent groups.
  - Update: Grossmont Curriculum Committee and Cuyamaca Program Review Steering Committee reviewed both BP/AP 4021 and had no additional edits.
  - Action: This can move forward to Chancellor's Cabinet/DEC.

## UPCOMING 6-YEAR REVIEWS

- [BP/AP](#) 4106 Nursing Programs
- [BP/AP](#) 4240 Academic Renewal

Other Discussion Items:	
<ul style="list-style-type: none"> <li>• Dr. Pearl Lopez made a recommendation to ensure we review the BP/APs from an equity lens and document we are including diversity, equity, and inclusion (DEI).</li> <li>• Myra mentioned we received the spring CCLC policies and procedures update and there were many BP/APs recommended for adding optional DEI language. Myra shared <a href="#">BP/AP 2410</a> Board Policies and Administrative Procedures regarding our review process of BP/APs.</li> <li>• Dr. Marshall Fulbright recommends we add some kind of DEI language on BP/AP 2410. <b>Action: Add BP/AP 2410 to our August meeting agenda.</b></li> </ul>	
D. Student Fraud	<p>Dr. Robinson shared the student fraud <a href="#">report</a> sent to Chancellor regarding the issue. Barbara Gallegos reported on the following:</p> <ul style="list-style-type: none"> <li>• Financial aid identified a series of accounts that were fraudulent prior to dispersing funds.</li> <li>• A&amp;R, Financial aid, IT, and Distance Ed convened to discuss the issue and determine next steps.</li> <li>• The process of verification is to communicate with students to confirm their identity by providing a government issued ID and proof of address.</li> <li>• A&amp;R created a rubric of fraudulent indicators recommended by the CCCApply taskforce.</li> <li>• 2021 spring and new summer/fall student applications were put on hold to ensure verification. These students were notified to contact A&amp;R offices since many had fraudulent addresses, no phone numbers, and possibly stolen identities.</li> <li>• Faculty was asked to report on suspicious behavior by students.</li> <li>• Holds were placed on real students who may have been impacted, therefore students were cleared if they participate in a special program (such as dual enrollment, undocumented students (AB540), and employees)</li> <li>• Other means of verification include a simple communication email or conversation a counselor had with a student.</li> <li>• There is a chance that real students haven't checked their account and they may have a hold. Emails were sent to all students who may be impacted and to contact A&amp;R.</li> <li>• The message to students include to contact the virtual helpdesk.</li> <li>• Recommendations to reach out to students include: Canvas (not for new students since they may not have an account), Self-Service alerts, and additional emails to students.</li> <li>• <b>Action: It was recommended to provide updates to SISC and add this to the August meeting agenda.</b></li> </ul>
E. Self-Service Filters	Kerry Kilber-Rebman said there are no current updates and a meeting is scheduled mid-June.
F. COVID EW Proposal	<p>Greg Vega provided an update received from our <a href="#">proposal</a> to Chancellor's Cabinet:</p> <ul style="list-style-type: none"> <li>• Spring 2021 EW (would not typically given a refund) is allowed a refund</li> <li>• The deadline for spring 2021 or anytime in 2020 is at the end of this year, last business day, December 18, to petition for an EW and receive a refund.</li> <li>• Initially we proposed different deadlines, however it was not considered due to accounting implications for the fiscal year.</li> <li>• Students may petition if they miss the deadline.</li> <li>• Communication will go out to students, faculty, and staff this week.</li> </ul>
G. Revised <a href="#">2020-21</a> and <a href="#">2021-22</a> Academic Calendar	<p>Greg Vega said the State Chancellor's Office sent a memorandum dated February 4, 2021 (<a href="#">ESS-21-200-300</a>) regarding the <a href="#">Extension</a> of Executive Order 2020-12 gives us the 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> <p>The revised 2020-21 and 2021-22 Academic Calendars reflect the last day to submit P/NP grade at the end of 2021 term/semester as the following:  SP21 – 06/07/21  SU – 08/05/21  FA21 – 12/18/21</p> <p><b>Action: Move forward SISC recommendations to Chancellor's Cabinet/DEC.</b></p>
H. Promise Updates	<p>Cynthia Nagura provided the following Promise updates:</p> <ul style="list-style-type: none"> <li>• Earlier in the year we received a memo from the state to expand requirements to qualify for the promise. For example, the opportunity for students who can qualify for the spring semester if they missed it in fall is not possible. However they can meet requirements and receive benefits their 2<sup>nd</sup> academic year.</li> </ul>

	<ul style="list-style-type: none"> <li>W threshold discussion - If students do not complete a minimum of 12 units, what is the threshold the promise student might be considered to maintain promise eligibility. In order to maintain eligibility the following semester, they must complete 12 units.</li> <li>We will have a budget impact on expanding eligibility for the two above cases. Chancellor recommended we wait to review the 2021-22 state promise allocation and confirmed fall 2021 promise awards.</li> </ul>
<p>I. Credit for Prior Learning (CPL)</p> <ul style="list-style-type: none"> <li><a href="#">Draft CPL Credit by Examination</a></li> <li><a href="#">Draft CPL Industry Recognized Credentials</a></li> <li><a href="#">Draft CPL Military Service Credit</a></li> <li><a href="#">Draft CPL Student Created Portfolio Assessment</a></li> <li>Draft Catalog Language</li> </ul>	<p>Dr. Marshall Fulbright thanked the team who established BP/AP 4235 Credit for Prior Learning and the CPL forms. Dee Aceves and Cindy Morrin highlighted the following:</p> <ul style="list-style-type: none"> <li>There are four draft districtwide CPL forms to use by A&amp;R, evaluators, certifying officials, and VA counselors.</li> <li>The military form was the initial form and used to implement the other drafts.</li> <li>We want to maximize the student to apply non-traditional learning experiences.</li> <li>Development of the forms were extremely collaborative and include an emphasis on equity and student centered.</li> <li>We encourage students to reach out to a counselor to put them on the correct path and support them.</li> <li>We plan to review this forms every year and collect data to make improvements necessary.</li> <li>For any credit for prior learning, the student does have to pay for the course to receive credit.</li> </ul>
J. Curriculum	<p>Cindy Morrin and Dee Aceves provided the following curriculum updates:</p> <ul style="list-style-type: none"> <li>Welcome Jane Gazale who will be the next Curriculum Committee Faculty Co-Chair for Cuyamaca.</li> <li>Grossmont Academic Senate approved the DE forms.</li> <li>Curriculum Management System (CMS) taskforce is working toward the steps for using and encumbering the funds from the IEPI grant and solidifying the timeline and finalizing the RFP.</li> <li>Grossmont is integrating DEI in our curriculum processes and preparing the ethnic studies</li> </ul>
K. Guided Pathways	<p>Dr. Jesus Miranda noted the following updates for Cuyamaca:</p> <ul style="list-style-type: none"> <li>Cuyamaca is working on revisions of <a href="#">ACP</a> and <a href="#">discipline</a> webpages.</li> <li>They are ensuring accessibility, simple, and mobile phone capability/view options.</li> <li>They decided to cut down on text and use icons with using quick links.</li> <li>ESL will be a pre-pathway (piloting and getting feedback).</li> </ul> <p>Courtney Williams noted the following updates for Grossmont:</p> <ul style="list-style-type: none"> <li>Grossmont is currently focusing on <a href="#">degree map</a> and <a href="#">degree mapping</a> (version 3) being reviewed by chairs and coordinators, academic senate, academic affairs, and classified senate.</li> <li>We are sharing the drafts so departments can prepare degree mapping in fall, using counseling liaisons to assist.</li> <li>They are also working to determine their approach to update their ACP and discipline pages for students.</li> </ul>
L. Strong Workforce	<p>Larry McLemore and Dr. Javier Ayala highlighted the following:</p> <ul style="list-style-type: none"> <li>There are changes in the initiatives (such as marketing and job placement) in the Strong Workforce 2.0</li> <li>We are resetting to plan for the next couple of years to ensure job opportunities.</li> <li>The governor set aside \$20M for Work-based learning but unsure the criteria or distribution to the colleges.</li> <li>Strong Workforce 1.0 taught faculty how to use job data, find relevancy and find gaps and 2.0 will focus on relevant cultural and labor market information.</li> <li>The region is doing a massive study to do an economic impact report for the careers in the region.</li> <li>Career Coach is implemented at Grossmont through CCCMyPath and Cuyamaca uses Comevo.</li> </ul>

M. District Repopulation/ Return to Campus Team Updates <ul style="list-style-type: none"><li>• Student Services</li><li>• Instruction</li><li>• Employee Relations</li><li>• Facilities</li></ul>	Dr. Fulbright said we have changes occurring locally, regionally, statewide, and nationally. The following were brief updates: <ul style="list-style-type: none"><li>• Instruction - Alicia Munoz said Gafcon is investigating new technology for our design standards for the new classrooms at no additional expense</li><li>• Student Services - Dr. Robinson and Aaron Starck said our student services team received a demo on eSARS and Queless systems for scheduling student appointments. We already have eSARS and discussing more with other departments.</li><li>• Attend Chancellor Neault and Chancellor's Cabinet virtual open forum this Friday, May 28 from 11:30-12:30 PM for more updates</li></ul>
N. Other	No other discussion items
O. Next SISC Meeting	<b>Monday, August 23, 3:00-5:00 PM, Zoom</b>